SB-411 (NCR)

Issued November 23, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

# INSTRUCTIONS FOR DETERMINING THE RATE OF DEDUCTION FOR COUNTY ADMINISTRATIVE EXPENSES 1940 SUGAR BEET PROGRAM



#### General

In order that there may be no delay in certifying payments to producers under the 1940 Sugar Beet Program, State offices are urged to determine as soon as possible the rate of deduction to be made for county association expenses from payments to producers under the 1940 Sugar Beet Program. The rate of deduction to be made from payments to producers should be made available to the county committees not later than the time that the Forms SB-467, 1940 Sugar Beet Marketing Reports, completed in accordance with the instructions set forth in SB-407B, are forwarded to the county office.

## Part I - County Associations Section.

The County Associations Section shall furnish the Application for Payment Section the following data to be used by the Application for Payment Section in determining the rate of deduction for administrative expenses in connection with the 1940 Sugar Beet Program.

- 1. The amount expended by each county in connection with the 1940 Sugar Beet Program from January 1, 1940, through the last day of the month for which the most recent expense voucher for the county has been approved. These data will be obtained by adding the amounts entered in line 5 of each Form NCR-County No. 7.
- 2. The estimated amount to be expended by each county in connection with the 1940 Sugar Beet Program during the months of 1940, if any, for which expense vouchers have not been approved.

#### Part II. State Accountant.

The State Accountant shall furnish the Application for Payment Section data to be used in determining the rate of deduction for administrative expenses of a county association in connection with the 1940 Sugar Beet Program. The State Accountant shall certify a schedule to be prepared in duplicate as follows:

- 1. The schedule shall be entitled "Data from State Accountant for Form SB-411A."
- 2. The schedule shall consist of three columns with the following headings:

- (a) County Name and Code Number
- (b) 1939 Sugar Program Association Expenses
- (c) Amount of Deductions Made for 1939 Expenses
- 3. Enter in column (a) the name and code of the county for which data are being furnished.
- 4. From the County Records of Association Expense Payments under appropriations 1292226(21)-0659 and 1202226(21)-0659, enter in column (b) the amount of 1939 Association Expenses applicable to the 1939 Sugar Beet Program.
- 5. From the County Record of Payments and Deductions under the 1939 Sugar Beet Program, enter in column (c) the total of the "Deductions" column for the county listed on the same line in column (a).
- 6. The State Accountant shall certify the data entered on the schedule as being correct on the date on which it is signed by him.
- 7. Forward the original of the schedule to the Application for Payment Section and retain the duplicate copy in a pending file until all Forms SB-411A to which it relates have been received.

## Part III. Application for Payment Section.

The person in charge of the Application for Payment Section shall obtain from the County Associations Section and the State Accountant, the data indicated in Farts I and II of this procedure. There shall also be obtained from the State committee the estimated payments to be made with respect to bona fide abandoned sugar beet acreage and deficient production of harvested acreage.

If reasonably accurate data are already available in the State office with respect to abandoned sugar beet acreage in the county, the estimated payments to be made with respect to abandoned sugar beet acreage may be determined from such information. For those counties for which no data or insufficient data are available with respect to abandoned sugar beet acreage in the county, the county office shall be requested to furnish the State office immediately with an estimate of the 1940 planted sugar beet acreage which has been abandoned.

The estimated payments with respect to bona fide abandonment of planted acreage will be obtained by multiplying such abandoned acreage by one-third of the county normal yield (in hundredweights) of sugar per acre and multiplying such result by \$0.60. The county

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normal yield (in hundredweights) of sugar will be obtained by multiplying the county normal yield in tons of sugar beets per acre as shown on SB-409, 1940 Sugar Beet Listing Sheet, by the rate of recoverable sugar per ton of sugar beets of normal percentage of sugar content for the county.

The normal percentage of sugar content is shown at the top of SB-409 for counties in which "individual test" contracts are in use and the rate of commercially recoverable sugar for such percentage is shown on SB-416. In counties in which other types of contracts are in use, the normal percentage of sugar content for the county and corresponding rate of recoverable sugar may be determined (if the county involves but one factory district) or estimated (if the county involves more than one factory district) on the basis of the entries in columns (39) and (40) of SB-409.

The State committee shall estimate the amount of payment to be made with respect to deficiency of production for a county. In making such estimate, consideration shall be given to any available information with respect to the yield per acre in 1940 as compared with the county normal yield per acre and also to the ratio of deficiency payments to abandonment payments made under previous sugar beet programs.

After all necessary information has been assembled, Form SB-411A, a sample copy of which is attached hereto, shall be prepared in quintuple. These forms shall be typed or mimeographed in the State office.

- 1. Enter in the upper right-hand corner the name of the State, the name of the county, and the State and county code.
- 2. Enter in item 1 the amount of the administrative expenses incurred in connection with the sugar beet program in the particular county from January 1, 1940, to the last day of the month for which the most recent expense voucher for the county has been approved. Enter in the space provided therefor the last date of the period covered.
- 3. If the entry in item 1 represents the entire calendar year 1940, make no entry in item 2. If administrative expense vouchers have not been approved through December 31, 1940, enter in item 2 an estimate of the expenses to be incurred for the balance of the calendar year not covered by the entry in item 1. This estimate will have been furnished by the County Associations Section.

- 4. Enter in item 3 the actual amount of county association expenses chargeable to sugar beets under the 1939 Sugar Beet Program. The entry for this item will have been furnished by the State Accountant.
- 5. Enter in item 4 the actual amount of deductions made from payments to producers under the 1939 Sugar Beet Program. The entry for this item will have been furnished by the State Accountant. If any 1939 sugar beet applications have not been certified for payment, this entry shall include the amount of administrative expense to be deducted from such applications.
- 6. Enter in item 5 the result obtained by subtracting from the entry in item 3 the entry in item 4. If item 4 is larger than item 3, enter zero.
- 7. Enter in item 6 the result obtained by subtracting from the entry in item 4 the entry in item 3. If item 3 is larger than item 4, enter zero.
- 8. Enter in item 7 the sum of the entries in items 1, 2, and 5. If there is no entry in item 5 and an entry appears in item 6, enter in item 7 the sum of the entries in items 1 and 2 minus the entry in item 6.
- 9. Enter in item 8 the result obtained by multiplying the total commercially recoverable sugar (in hundredweights) from sugar beets marketed by (\$0.60). The total recoverable sugar may be obtained by adding the totals of column 8 for all forms SB-467 for the same county.
- 10. Enter in item 9 the estimated payments with respect to bona fide abandonment of planted acreage.
- 11. Enter in item 10 the estimated payments with respect to deficient production for the county.
- 12.. Enter in item 11 the total estimated 1940 payments to be made in the county under the 1940 Sugar Beet Program. This entry will be the sum of the entries in items 8, 9, and 10.
- 13. Enter in item 12 the rate of deduction. Obtain this entry by dividing the entry in item 7 by the entry in item 11.

  This entry shall be expressed as a percentage and rounded to the nearest tenth, e.g., "2.1%."

The rate of deduction computed for a county shall be carefully checked before the Form SB-411A is signed. Too wide a variance in the rate determined for a county as compared with the rates determined for other counties in the State should be carefully examined to ascertain that the proper data have been used in making the determination.

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Prepare a memorandum to the Chief of Party, General Accounting Preaudit Office, for the signature of the certifying officer, setting forth therein the rate of deduction for administrative expense which has been determined for the county association in connection with the 1940 Sugar Beet Program.

The original Form SB-411A shall be retained in the Application for Payment Section; the first copy shall be forwarded to the North Central Division; one copy shall be forwarded to the Sugar Division of the Department of Agriculture; one copy shall be forwarded to the County Association; and the remaining copy shall be forwarded to the County Associations Section, in the State office.

	SB-411A (Sample)  (State)	
Unit	ted States Department of Agriculture	
Agri	icultural Adjustment Administration (County	
	to the state of th	ty Code)
	COMPUTATION SHEET FOR DETERMINATION OF RATE OF DEDUCTION FOR COUNTY ASSOCIATION EXPENSES UNDE	<b>R</b> :
1.	distribution of gurer beet program from	. Ψ
2.	Estimated expenses to be incurred in administration of sugar beet program from, 1940, through December 31, 1940	\$
3.	County Association expenses under 1939 sugar beet program	\$
4.	Deductions made for county association expenses under 1939 sugar beet program	\$
5.	Deficient amount of 1939 deductions (3 - 4)	
6.	Excess amount of 1939 deductions (4 - 3)	
7.	Amount to be deducted from 1940 payments to producers (1 + 2 + 5 - 6	\$
8.	Estimated payments to be made with respect to sugar beets marketed [total of column (8) of all forms SB-467 for county x \$0.60]	\$
9.	Estimated payments with respect to bona fide abandonment of planted acreage	\$
10.	Estimated payments with respect to deficient production	
ıı.	Total estimated 1940 payments (8 / 9 / 10)	
12.	Rate of deduction (7 ÷ 11)	
	CERTIFICATION 1/	
in	I hereby certify that all entries and computations on this SB-41 accordance with the instructions in SB-411.(NCR).	lA were made
	(Chairman, State Co	nmittee)
	(Date (Administrative Of	ficer)
-	the Chairman or Acting Chair	mmon of the

<sup>1/</sup> The certification should be executed by the Chairman or Acting Chairman of the State Committee or by an Administrative Officer authorized to certify payments.

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SB-411 (SR)

Issued January 15, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

INSTRUCTIONS FOR DETERMINING RATES OF DEDUCTION FOR COUNTY ASSOCIATION EXPENSES - 1940 SUGAR BEET PROGRAM

The rates of deduction for county association expenses under the 1940 Sugar Beet Program will be determined by the State office in accordance with the instructions contained herein. Such rate for any county shall be obtained by dividing the amount of expenses incurred in the administration of the sugar beet program in such county during the calendar year 1940 (adjusted as set forth herein) by the estimated amount of payments to be made with respect to the 1940 crop of sugar beets in such county, and will be expressed as a percentage and rounded to the nearest tenth, as, for example "2.1 percent."

Data relating to the amount of payments to be made with respect to the 1940 crop of sugar beets will be secured as follows: Each sugar beet county should be requested to notify the State office when all sugar beet applications have been forwarded to the State office and in view of the relatively small number of applications to be submitted from any county, county offices should be instructed to send all applications to the State office together, if possible. Upon receipt of all applications from a county the State office will compute the payments on such applications in accordance with instructions outlined in SB-415(SR). The total amount of payments computed for a county shall be determined by adding the amounts shown in item 15, section III, on all sugar beet applications in the county.

The determination of the percentage rate of deduction shall be made on Form SB-411A (SR), Computation Sheet for Determination of Rate of Deduction for County Association Expense, 1940 Sugar Beet Program. Form SB-411A (SR), a copy of which is attached hereto, should be mimeographed in the State office in sufficient quantity to meet the needs of the State.

Form SB-411A (SR) should be prepared in quadruplicate, the original and one copy should be forwarded to the Director of the Southern Division, one copy should be retained by the State office and the remaining copy forwarded to the county office.

Form SB-411A (SR) is to be executed as follows:

1. Enter the name of the State and the county in the spaces provided.

- 2. The entry for item 1 is self-explanatory.
- 3. Enter in item 2 the amount of the county association expenses incurred under the 1939 Sugar Beet Program (obtain from State accountant).
- 4. Enter in item 3 the amount actually deducted from payments to producers under the 1939 program (obtain from State accountant).
- 5. If the entry in item 2 is greater than the entry in item 3, enter in item 4 the deficient amount of the 1939 deductions (item 2 minus item 3). Otherwise make no entry.
  - 6. If the entry in item 2 is less than the entry in item 3, enter in item 5 the excess of the 1939 deductions (item 3 minus item 2).
  - 7. If an entry is made in item 4 (and not in item 5), enter in item 6 the sum of items 1 and 4. If an entry is made in item 5 (and not in item 4), enter in item 6 the result obtained by subtracting item 5 from item 1.
  - 8. Enter in item 7 the total of the entries in item 6, section III, for all Forms SB-410 for the county.
  - 9. Enter in item 8 the total of the entries in item 10, section III for all Forms SB-410 for the county.
- 10. Enter in item 9 the total of the entries in item 13, section III, for all Forms SB-410 in the county.
- 11. Enter in items 10, 11, and 12 the results of the computations indicated. Note: The entry in item 10 should agree with the total of the entries in item 14, section III, for all Forms SB-410 for the county. The entry in item 11 should agree with the total of the entries in item 15, section III for all Forms SB-410 for the county.

Upon completion of the execution of items 1 through 12, Form SB-411A (SR), the certification of the form shall be executed by the Secretary to the State committee.

Approval of the percentage rate of deduction by the Director of the Southern Division need not be secured prior to the making of payments to individual producers under the 1940 Sugar Beet Program.

After the percentage rate of deduction has been determined for each county the following certification shall be prepared in duplicate.

I here	by ce	rtify t	hat the	rate o	f dedu	ction	for
admini	strat	ive exp	enses in	n			county
under	the 1	940 Sug	ar Beet	Progra	m has	been	deter-
mined	by th	e State	Commit	tee to	be		jo.

Date Administrative Officer in Charge

The original of such certification shall be transmitted to the Chief of Party of the General Accounting Preaudit Office, for the State. The copy of such certification shall be retained in the State office.

(SAMPLE)

U. S. Department of Agriculture Sugar Division

County	

COMPUTATION SHEET FOR DETERMINATION OF RATE OF DEDUCTION FOR COUNTY ASSOCIATION EXPENSE

# 1940 SUGAR BEET PROGRAM

Expenses incurred in administration of sugar beet program from January 1, 1940, to December 31, 1940,
County Association expenses under 1939 Sugar Beet Program\$
Deductions made for county association expenses under 1939 Sugar Beet Program\$
Deficient amount of 1939 deductions (2 - 3)\$
Excess amount of 1939 deductions (3 - 2) \$\$
Amount to be deducted from 1940 payments to producers (1 - 4 - 5) \$
Total commercially recoverable sugar from sugar beets harvested in county for extraction of sugar(cwt.)
Amount of sugar with respect to which abandonment payments will be approved
Amount of sugar with respect to which deficiency payments will be approved
Total sugar for payment (sum of items 2, 3, and 4)(cwt.)
Estimated payments to producers (item 10 x \$0.60)\$
Rate of deduction for county administrative expenses (item 6 ÷ item 11) percent

### CERTIFICATION

I hereby certify that all entries and computations on this SB-311A have been made in accordance with instruction in SB-311.

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By						and the same
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(Date)

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SB-412 (NCR)

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Issued July 24, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION



INSTRUCTIONS FOR PREPARATION OF LISTING SHEET, SB-409 1940 SUGAR BEET PROGRAM

(For Use by County Committees)

In preparing SB-409, Listing Sheet, 1940 Sugar Beet Program, entries in columns (38) to (45), inclusive, entries in the upper right-hand corner of the sheet, and county totals shall be made in pencil, while all other entries shall be made in heavy lettering with jet black ink in order that such listing sheets may be duplicated in the State office by a mechanical process. Other colors of ink, including blue-black, and penciled entries are not satisfactory for duplicating purposes. The penciled entries will be copied in ink in the State office after verification. When columns (1) to (41), inclusive, and column (46) have been completed, SB-409 should be forwarded to the State committee for verification.

Columns (42) and (43) may be completed as soon as 1940 planted acreages of sugar beets have been determined. Columns (44) and (45) will not be completed until completed forms SB-407, "1940-Sugar Beet Marketing Report," are received. Entries in such columns may be made in pencil.

The entries on SB-409 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (38), and (41) to (45), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (37), inclusive, and (39), to two decimal places, as 00.00; and column (40) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be cropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

## LISTING DATA BY FARMING UNITS

Column (1). Enter in consecutive order the serial numbers assigned to forms SB-402, Farming Unit Report, (refer to SB-406, page 7) for all of the farming units in the county on which sugar beets were planted for harvest in 1940.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-402.

Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-402. If two factory names appear on SB-402, enter the name, or an abbreviation of the name, of the factory to which the major portion of the planted sugar beet acreage on the farming unit was contracted.

For any farming unit on which sugar beets were planted in 1937, 1938, or 1939 data with respect to previous sugar beet crops will be listed on listing sheets SB-109, SB-209, or SB-309. For any farming unit on which sugar beets were not planted in such years but on which sugar beets were planted during the years 1933 to 1936, inclusive, data may be obtained from forms used in carrying out programs under the Jones-Costigan Act or from form SB-106, 1936 Sugar Beet Marketing Report, which was used under the 1937 sugar beet program. Data with respect to the 1939 sugar beet crop may be obtained from SB-310, Application for Payment.

Care should be taken to be certain that the data entered on SB-409 are the correct data for the acreage which constitutes the farming unit in 1940. Farming units should not be listed as new producing units in 1940 until all available records for 1933 to 1939, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (37), inclusive, enter a dash (-) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, enter a zero (0) in the corresponding column of columns (12) to (18), inclusive, and enter a dash in the appropriate columns of columns (26) to (37), inclusive. The yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, or SB-309. If not obtainable from this source, these entries shall be derived as follows:

Column (19): (12) divided by (5).
Column (20): (13) divided by (6).
Column (21): (14) divided by (7).
Column (22): (15) divided by (8).
Column (23): (16) divided by (9).
Column (24): (17) divided by (10).
Column (25): (18) divided by (11).

Make no entries in columns (26 to (37), inclusive, for farming units from which sugar beets were contracted to be delivered in 1940 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1940 under "individual test contracts." complete columns (26) to (37) as follows:

Columns (26) to (31), inclusive. Data for these columns may be obtained from listing sheets SB-109, SB-209 or SB-309, or from marketing reports obtained under the 1937, 1938 or 1939 Sugar Beet Programs.

Columns (32) to (37), inclusive. Enter the number of tons of sugar for the years 1934 to 1939, inclusive. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, or SB-309. If not obtainable from this source, these data shall be derived as follows:

Column (32): (13) multiplied by (26). Column (33): (14) multiplied by (27). Column (34): (15) multiplied by (28). Column (35): (16) multiplied by (29). Column (36): (17) multiplied by (30). Column (37): (18) multiplied by (31).

# ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).

Column (20): County total of (13) divided by county total of (6).

Column (21): County total of (14) divided by county total of (7).

Column (22): County total of (15) divided by county total of (8).

Column (23): County total of (16) divided by county total of (9).

Column (24): County total of (17) divided by county total of (10).

Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1933 to 1939, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.

If county average yields for three or more of the years of 1933 to 1939, inclusive, are so transferred, enter in the space designated "county normal" on the line for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1933 to 1939, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yield. The State committee will also establish a county average yield for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-409 insofar as possible on the basis of the instructions contained herein. When SB-409 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-409 will be completed.

If entries have been made in columns (26) to (37), inclusive, proceed as follows:

Columns (32) to (37), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (31), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered on the same line as the county totals. These average percentages shall be derived as follows:

Column (26): County total of (32) divided by county total of (13). Column (27): County total of (33) divided by county total of (14). Column (28): County total of (34) divided by county total of (15). Column (29): County total of (35) divided by county total of (16). Column (30): County total of (36) divided by county total of (17). Column (31): County total of (37) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1939, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farming units are listed.

If county average percentages of sugar content for at least three of the years 1934 to 1939, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar

content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-409 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established.

# ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (38).

- (1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1933 to 1939, inclusive, enter in column (38) the simple average of the annual average yields per acre for all of the years 1933 to 1939, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).
- (2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1933 to 1939, inclusive, enter in column (38) the number of tons obtained as follows:
  - (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
  - (b) Obtain the total of the county average yields for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (38).

#### EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1936 and 1938 only.
  - (b) Average yield per acre for the farming unit, 11.76 tons in 1936 and 12.55 tons in 1938.
  - (c) County average yield per acre, 10.43 tons in 1936 and 11.40 tons in 1938.
  - (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a) 11.76 + 12.55 = 24.31
- (b) 10.43 + 11.40 = 21.83
- (c)  $24.31 \div 21.83 = 1.114$
- (d) 11.65 x 1.114 = 13.0 (normal yield in tons per acre)

#### EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1938 only.
  - (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
  - (c) County average yield per acre, 10.21 tons in 1938.
  - (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)
- (3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1933 to 1939, inclusive, enter in column (38), 90% of the county normal yield per acre.

### Column (39).

For farming units from which sugar beets were contracted to be marketed in 1940 under any type of agreement other than an "individual test contract," enter in column (39) the district normal percentage of sugar content of sugar beets, as shown below, for the factory named in column (4). If, in the county, sugar beets were contracted in 1940 in only one district, enter the normal

percentage of sugar content for such district in the first line of each sheet only.

Factory dis	trict F	ercentag	ge Rate	:	Factory district	Percentage	Rate
				:			
Alma	(Mich.)	15.42	3.001	:	Findley (Ohio)	15.25	2.968
Bay City	11	16.00	3.114	:	Fremont	14.91	2.901
Blissfield	11	14.97	2,913	;	Ottawa "	14.52	2.826
Caro	tt	15.79	3.073	:	Paulding "	14.95	2.909
Croswell	11	16.59	3.228	:	Decatur (Ind.)	15.29	2.975
Holland	tt · ·	15.30	2.977		Green Bay (Wisc.)	15.65	3.045
Lansing	H	15.68	3.051	:	Chaska (Minn.)	14.72	2.865
Menominee	11	15.83	3.081	:	E. Grand Forks "	16.54	3.219
Mt. Clemens	s n	15.95	3.104	:	Mason City (Iowa)	14.20	2.763
Mt. Pleasan		15.92	3.098	:		14.68	2.857
Saginaw	н	15.50	3.016	:	Torrington (Wyo.)	16.33	3.178
Sebewaing	11	16.38	3.188		Belle Fourche (S. Dak.	) 16.87	3.283
St. Louis	Ħ	15.41	2.999			•	

For farming units from which sugar beets were contracted to be marketed in 1940 under "individual test contracts." obtain the entry for column (39) as follows:

- (1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1939, inclusive, enter in column (39) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26) to (31), inclusive, and dividing the resulting total by three, four, five, or six, as the case may be.
- (2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1939, inclusive, enter in column (39) the percentage of sugar content obtained as follows:
  - (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
  - (b) Obtain the total of the county average percentages of sugar content for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (39).

#### EXAMPLE:

Facts: (a) Sugar beets marketed in 1935 and 1936.

- (b) Average percentage of sugar content for the farming unit, 16.17 in 1935 and 16.80 in 1936.
- (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
- (d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

- (a) 16.17 + 16.80 = 32.97
- (b) 16.50 + 15.94 = 32.44
- (c) 32.97 ÷ 32.44 = 1.016
- (d) 16.42 x 1.016 = 16.68 (normal percentage of sugar content)
- (3) In cases in which sugar beets were not marketed in any of the years 1934 to 1939, inclusive, enter the county normal percentage of sugar content.

  Column (40).

For farming units from which sugar beets were contracted to be marketed in 1940 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, as shown on the preceding page, for the factory named in column (4). If sugar beets were contracted in 1940 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1940 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-416, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (39) for such farming unit. (SB-416 is a new table of rates of recoverable sugar, according to various percentages of sugar content, which replaces SB-111.)

Column (41). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (38) by the entry in column (40).

Columns (42) to (45), inclusive. Make no entries in these columns before forms SB-409 are submitted to the State office for verification.

Column (46). Transfer the serial numbers from column (1) to column (46).

## ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (42) to (45), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment.

Column (43). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-402.

Column (42). Enter in this column the normal production of commercially recoverable sugar from the 1940 planted acreage as obtained by multiplying the entry on each line in column (41) by the entry on the corresponding line in column (42).

Column (44). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-407. Care should be exercised to be sure the proper data are entered in column (44) for the farming unit on which the sugar beets were grown.

Column (45). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (44) by the entry on the corresponding line in column (43).

When columns (42) to (45), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1940 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (45) shall be encircled. In making this determination the committee should consider information recorded on SB-402, as well as any other available information.

Before encircling any entry in column (45), the committee should make certain that the failure to obtain a production equal to 80% of normal was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (45) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

## CERTIFICATION OF ENTIRE COUNTY AS ABANDONMENT AND DEFICIENCY AREA---1940 SUGAR BEET PROGRAM

I, a member of the county committee of county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1940 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units

hecause	of	drought,	flood,	storm,	freeze,	disease,	or	insects.
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county	of					_	as	a	angar	Deer	au ·	abo	
abandor	ment	and	crop	deficie	ncy	are	a.						

For the County Committee:

If the number of encircled entries in column (45) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (45) is 10% or more of the farming units on which sugar beets were planted for harvest in 1940 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

# CERTIFICATION OF LOCAL PRODUCING AREA AS ABANDONMENT AND DEFICIENCY AREA— 1940 SUGAR BEET PROGRAM

I, a member of the county committee of	county,
hampher complete that that the county committee has determined in	11 0110
macanda of the forming units covered by the larming unit to	bor on
and which are all of the	110
Ein a sinita sinon which slight beets were prattock for the	
1040 in a local producing area consisting of contiguous su	6a+
which are similar with the which are similar with respect	00
to topography, that on topography, that on top	moro
of such farming units the actual violds of commercially 100	0401
then 80% of the respective normal year	.ພວ
from the planted sugar beet acreage for such farming units	because
of drought, flood, storm, freeze, disease, or insects.	
of atorette troop promit transfer	

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

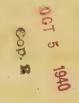
For	the	County	Committee:	
EOI	0110	Ocarro?	Commercial Control	

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION



INSTRUCTIONS FOR PREPARATION OF LISTING SHEET, SB-409 1940 SUGAR BEET PROGRAM

(For Use by County:Committees)



In preparing SB-409, Listing Sheet, 1940 Sugar Beet Program, all entries shall be made in pencil. When columns (1) to (41), inclusive, have been completed SB-409 shall be forwarded to the State Office. When the State Office has verified all entries, the figures in column (41) will be inked in with indelible ink and the sheet will be initialed by the State Committee. The State Office will then transfer the entry for each farming unit in column (41) to an audit listing sheet to be prepared in the State Office and SB-409 will be returned to the county office.

Columns (42) and (43) may be completed as soon as 1940 planted acreages of sugar beets have been determined. Columns (44) and (45) will not be completed until completed forms SB-407, "1940 - Sugar Beet Marketing Report," are received.

The entries on SB-409 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (38), and (41) to (45), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (37), inclusive, and (39), to two decimal places, as 00.00; and column (40) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

## LISTING DATA BY FARMING UNITS

Column (1). Enter in consecutive order the serial numbers assigned to Forms SB-402, Farming Unit Report, for all of the farming units in the county on which sugar beets were planted for harvest in 1940. Serial numbers will have been assigned to Forms SB-402 for each farming unit after arranging them alphabetically within the county or alphabetically within each loading station or minor civil division.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-402.

Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-402. If two factory names appear on SB-402, enter the name, or an abbreviation of the name, of the factory to which the major portion of the planted sugar beet acreage on the farming unit was contracted.

For any farming unit on which sugar beets were planted in 1937, 1938, or 1939 data with respect to previous sugar beet crops will be listed on listing sheets SB-109, SB-209, or SB-309. For any farming unit on which sugar beets were not planted in such years but on which sugar beets were planted during the years 1933 to 1936, inclusive, data may be obtained from forms used in carrying out programs under the Jones-Costigan Act or from form SB-106, 1936 Sugar Beet Marketing Report, which was used under the 1937 sugar beet program. Data with respect to the 1939 sugar beet crop may be obtained from SB-310, Application for Payment.

Care should be taken to be certain that the data entered on SB-409 are the correct data for the acreage which constitutes the farming unit in 1940. Farming units should not be listed as new producing units in 1940 until all available records for 1933 to 1939, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (37), inclusive, enter a dash (-) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, enter a zero (0) in the corresponding column of columns (12) to (18), inclusive, and enter a dash in the appropriate columns of columns (26) to (37), inclusive. The yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, or SB-309. If not obtainable from this source, these entries shall be derived as follows:

Column (19): (12) divided by (5).
Column (20): (13) divided by (6).
Column (21): (14) divided by (7).
Column (22): (15) divided by (8).
Column (23): (16) divided by (9).
Column (24): (17) divided by (10).
Column (25): (18) divided by (11).

Make no entries in columns (26 to (37), inclusive, for farming units from which sugar beets were contracted to be delivered in 1940 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1940 under "individual test contracts," complete columns (26) to (37) as follows:

Columns (26) to (31), inclusive. Data for these columns may be obtained from listing sheets SB-109, SB-209 or SB-309, or from marketing reports obtained under the 1937, 1938 or 1939 Sugar Beet Programs.

Columns (32) to (37), inclusive. Enter the number of tons of sugar for the years 1934 to 1939, inclusive. Wherever possible, obtain such data from the appropriate columns of forms SB-109, SB-209, or SB-309. If not obtainable from this source, these data shall be derived as follows:

March 1988

Column (32): (13) multiplied by (26).

Column (33): (14) multiplied by (27).

Column (34): (15) multiplied by (28).

Column (35): (16) multiplied by (29).

Column (36): (17) multiplied by (30).

Column (37): (18) multiplied by (31).

## ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).

Column (20): County total of (13) divided by county total of (6).

Column (21): County total of (14) divided by county total of (7).

Column (22): County total of (15) divided by county total of (8).

Column (23): County total of (16) divided by county total of (9).

Column (24): County total of (17) divided by county total of (10).

Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1933 to 1939, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.

If county average yields for three or more of the years of 1933 to 1939, inclusive, are so transferred, enter in the space designated "county normal" on the line for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1933 to 1939, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yield. The State committee will also establish a county average yield for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-409 insofar as possible on the basis of the instructions contained herein. When SB-409 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-409 will be completed.

If entries have been made in columns (26) to (37), inclusive, proceed as follows:

Columns (32) to (37), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (31), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered on the same line as the county totals. These average percentages shall be derived as follows:

Column (26): County total of (32) divided by county total of (13). Column (27): County total of (33) divided by county total of (14). Column (28): County total of (34) divided by county total of (15). Column (29): County total of (35) divided by county total of (16). Column (30): County total of (36) divided by county total of (17). Column (31): County total of (37) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1939, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farming units are listed.

If county average percentages of sugar content for at least three of the years 1934 to 1939, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar

content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content for any farming unit, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farming unit but less than ten farming units are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-409 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established.

# ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (38).

- (1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1933 to 1939, inclusive, enter in column (38) the simple average of the annual average yields per acre for all of the years 1933 to 1939, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).
- (2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1933 to 1939, inclusive, enter in column (38) the number of tons obtained as follows:
  - (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
  - (b) Obtain the total of the county average yields for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (38).

#### EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1936 and 1938 only.
  - (b) Average yield per acre for the farming unit, 11.76 tons in 1936 and 12.55 tons in 1938.
    - (c) County average yield per acre, 10.43 tons in 1936 and 11.40 tons in 1938.
    - (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a) 11.76 + 12.55 = 24.31
- (b) 10.43 + 11.40 = 21.83
- (c)  $24.31 \div 21.83 = 1.114$
- (d) 11.65 x 1.114 = 13.0 (normal yield in tons per acre)

#### EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1938 only.
  - (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
  - (c) County average yield per acre, 10.21 tons in 1938.
  - (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)
- (3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1933 to 1939, inclusive, enter in column (38), 90% of the county normal yield per acre.

## Column (39).

For farming units from which sugar beets were contracted to be marketed in 1940 under any type of agreement other than an "individual test contract," enter in column (39) the district normal percentage of sugar content of sugar beets, as shown below, for the factory named in column (4). If, in the county, sugar beets were contracted in 1940 in only one district, enter the normal

percentage of sugar content for such district in the first line of each sheet only.

Factory dist	rict Percentag	ge Rate	Factory district Percentage	Rate
Delta-Grand	(Colo.) 16.8 " 15.6 (Idaho) 16.8 " 16.' " 16.' (Kansas) 15.8	3.285 3.040 32 3.273 74 3.258 78 3.265 31 2.979 54 3.219 51 3.407	Belle Fourche(S.Dak.) 16.87  Box Elder (Utah) 16.27  Gunnison " 15.72  Layton " 16.30  Lewiston " 16.00  Ogden " 16.01  Spanish Fork  & W. Jordan " 15.83  Toppenish (Wash.) 16.00  Lovell (Wyo.) 17.51	3.283 3.166 3.059 3.172 3.114 3.116 3.081 3.114 3.407
Hardin Missoula Sidney Nyssa	" 16. " 17. " 17. (Oregon) 16.	44 3.394 05 3.318	: Sheridan	3.258 3.178 3.337

For farming units from which sugar beets were contracted to be marketed in 1940 under "individual test contracts," obtain the entry for column (39) as follows:

- (1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1939, inclusive, enter in column (39) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26) to (31), inclusive, and dividing the resulting total by three, four, five, or six, as the case may be.
- (2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1939, inclusive, enter in column (39) the percentages of sugar content obtained as follows:
  - (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
  - (b) Obtain the total of the county average percentages of sugar content for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (39).

#### EXAMPLE:

Facts: (a) Sugar beets marketed in 1935 and 1936.

- (b) Average percentage of sugar content for the farming unit, 16,17 in 1935 and 16.80 in 1936.
- (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
- (d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

- 16.17 + 16.80 = 32.97(a)
- (b) 16.50 + 15.94 = 32.44(c)  $32.97 \div 32.44 = 1.016$ 

  - (d) 16.42 x 1.016 = 16.68 (normal percentage of sugar content)
- (3) In cases in which sugar beets were not marketed in any of the years 1934 to 1939, inclusive, enter the county normal percentage of sugar content.

Column (40).

For farming units from which sugar beets were contracted to be marketed in 1940 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, as shown on the preceding page, for the factory named in column (4). If sugar beets were contracted in 1940 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1940 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-416, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (39) for such farming unit. (SB-416 is a new table of rates of recoverable sugar, according to various percentages of sugar content, which replaces SB-111.)

Column (41). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (38) by the entry in column (40).

Columns (42) to (45), inclusive. Make no entries in these columns before forms SB-409 are submitted to the State office for verification.

Column (46). Transfer the serial numbers from column (1) to column (46).

#### ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (42) to (45), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment.

Column (43). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-402.

Column (42). Enter in this column the normal production of commercially recoverable sugar from the 1940 planted acreage as obtained by multiplying the entry on each line in column (41) by the entry on the corresponding line in column (42).

coverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-407. Care should be exercised to be sure the proper data are entered in column (44) for the farming unit on which the sugar beets were grown.

Column (45). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (44) by the entry on the corresponding line in column (43).

When columns (42) to (45), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1940 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (45) shall be encircled. In making this determination the committee should consider information recorded on SB-402, as well as any other available information.

Before encircling any entry in column (45), the committee should make certain that the failure to obtain a production equal to 80% of normal was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (45) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

## CERTIFICATION OF ENTIRE COUNTY AS ABANDONMENT AND DEFICIENCY AREA--1940 SUGAR BEET PROGRAM

I, a member of the county committee of county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1940 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units

because	of	drought,	flood,	storm,	freeze,	disease,	or	insects.
---------	----	----------	--------	--------	---------	----------	----	----------

The county committee, therefore, designates the entire county of \_\_\_\_\_\_ as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee:

If the number of encircled entries in column (45) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (45) is 10% or more of the farming units on which sugar beets were planted for harvest in 1940 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

# CERTIFICATION OF LOCAL PRODUCING AREA AS ABANDONMENT AND DEFICIENCY AREA— 1940 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, and \_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1940 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For	the	County	Committee:	
		1.7		

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

## INSTRUCTIONS FOR PREPARATION OF LISTING SHEET, SB-409, 1940 SUGAR BEET PROGRAM

AGRICULTURAL ECONOMICS

(For Use by County Committees)

In preparing SB-409, Listing Sheet, 1940 Sugar Beet Program, entries shall be made in ink. Entries will be made in the county office in columns (1) to (4), inclusive, (10), (11), (17), (18), (30), (31), (42), and (46); and SB-409 will then be forwarded to the State office, where the computations necessary to determine normal yields for farming units will be completed.

Columns (43) to (45), inclusive, will be completed in the State office when the data with respect to the 1940 marketings of sugar beets are made available by the sugar company. When SB-409 is returned to the county office, the determination of abandonment and deficiency areas will be made by the county committee on the basis of data in these columns.

The entries on SB-409 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (10), (11), (17), (18), and (42) shall be rounded to one decimal place, as 00.0; and columns (30) and (31) to two decimal places, as 00.00.

## DATA TO BE ENTERED IN COUNTY OFFICE

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

- Column (1). Enter in consecutive order the serial numbers assigned to forms SB-402, Farming Unit Report, 1940 Sugar Beet Program, for all of the farming units in the county on which sugar beets were planted for harvest in 1940.
- Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.
- Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-402.
  - Column (4). Enter the name "Rocky Ford" or an abbreviation thereof.
- Column (10). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1938 as taken from Section II, item 1, of SB-205, Farming Unit Summary, 1938 Sugar Beet Program, or from column (11) of SB-309, Listing Sheet-1939 Sugar Beet Program. Enter a dash if no sugar beets were planted on the farming unit in 1938.

- Column (11). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1939 as taken from Section III, item 2, of SB-310a, the copy of the 1939 Application for Payment form. Enter a dash if no sugar beets were planted on the farming unit in 1939.
- Column (17). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 4, of SB-205, or from column (18) of SB-309. Enter a dash if no sugar beets were planted on a farming unit in 1938. However, in a case of total abandonment of planted sugar beet acreage, enter a zero.
- Column (18). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1939 as taken from Section III, item 4, of SB-310a. Enter a dash if no sugar beets were planted on a farming unit in 1939, and enter a zero in a case of total abandonment.
  - Column (30). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 5, of SB-205, or from column (30) of SB-309. Enter a dash if no sugar beets were marketed from the farming unit in 1938.
- Column (31). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1939 as taken from Section III, item 5(a) of SB-310a. Enter a dash if no sugar beets were marketed from the farming unit in 1939.
  - Column (42). Enter the acreage planted to sugar beets on the farming unit in 1940 for harvest for the extraction of sugar, as taken from SB-402.
    - Column (46). Transfer the serial numbers from column (1) to this column.

## ESTABLISHMENT OF ARANDONMENT AND DEFICIENCY AREAS

- Columns (42) to (45), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Such areas will be established by the county committee on the basis of computations made in the State office.
- Column (45) will show, for each farming unit the percentage which the actual production of connercially recoverable sugar from the acreage planted to sugar beets in 1940 is of the normal production of connercially recoverable sugar. When SB-409 is received from the State office, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1940 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease, or insects. For each such farming unit, the entry in column (45) shall be encircled. Do not encircle an entry for a farming unit on which the production was less than 80% of normal for a cause other than those stated above. In making this determination the committee should consider information recorded on SB-402, as well as any other available information.

Before encircling any entry in column (45), the committee should make certain that the failure to obtain a production equal to 80% of the normal production was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (45) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

## CERTIFICATION OF ENTIRE COUNTY AS ABANDONMENT AND DEFICIENCY AREA— 1940 SUGAR BEET PROGRAM

I, a member of the county committee of County, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1940 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

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count	y of					,							abando	n-
ment a	and c	crop	defi	ciency	area	l •						_		

For	the	County	Committee:	

If the number of encircled entries in column (45) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1940, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (45) is 10% or more of the farming units on which sugar beets were planted for harvest in 1940 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the county committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

## CERTIFICATION OF LOCAL PRODUCING AREA AS ABANDONMENT AND DEFICIENCY AREA—— 1940 SUGAR BEET PROGRAM

I, a member of the county committee of	county,
hereby certify that the county committee has determined from	norts
records of the farning units covered by the farming unit re	f the
numbered , , and , which are all o	st in
1940 in a local producing area consisting of contiguous sug beet producing farming units which are similar with respect	to
types of soil or with respect to topography, that on 10% or	more
of such farming units the actual yields of commercially reconstructions of such farming units the actual yields of commercially reconstructions are reconstructed to topographs.	cover-
Tong long than 80% of the respective normal vit	22.00
from the planted sugar beet acreage for such larming units	because
of drought, flood, storm, freeze, disease, or insects.	

The county committee, therefore, designates the local producing area in which the above-listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For	the	County	Committee:	
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UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR COMPLETION OF LISTING SHEET, SB-409, 1940 SUGAR BEET PROGRAM

(For Use by State Committees)



Forms SB-409, Listing Sheet, 1940 Sugar Beet Program, will be received from county offices with entries in columns (1) to (4), inclusive, (10), (11), (17), (18) (30), (31), (42), and (46). Such forms SB-409 will be completed and county averages and normals will be established in accordance with the instructions contained hereix

The entries in the various columns on SB-409 shall be rounded to the number of decimal places indicated by the heavy blue lines in the columns. For example, the entries in columns (38), (41), and (43) to (45), inclusive, shall be rounded to one decimal place; columns (24), (25), (36), (37), and (39), to two decimal places; and column (40) to three decimal places. County averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries shall be made with pencil and shall then be verified. The verified entries shall then be inked in. When the listing sheets are completed a summary containing the data listed in columns (1), (2), (3), and (41) shall be prepared for use in checking normal yields on applications for payment when they are received in the State office to be audited. Upon completion of such summary the listing sheets shall be returned to the county office.

Columns (24) and (25). Enter in these columns for each farming unit the results obtained as indicated by the column headings. Enter a dash if no sugar beets were planted on a farming unit, and enter a zero in a case of total acreage abandonment.

Columns (36) and (37). Enter in these columns the results obtained as indicated by the column headings.

# ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (10), (11), (17) and (18). Obtain and enter the totals of these columns for each sheet. If only one sheet is required to list the data for all farming units in a county, the totals of such sheet will constitute the county totals. If more than one sheet is required, the sheet totals shall be summarized on the last sheet to obtain county totals.

Columns (24) and (25). Enter in the space provided for the total of these columns the results obtained as follows:

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Column (24): County total of (17) : county total of (10). Column (25): County total of (18) : county total of (11).
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If data are listed in columns (10), (17), and (24) for ten or more farming units, the result obtained will the county average yield for 1938. Similarly, if data are listed in columns (11), (18), and (25) for ten or more farming units, the result obtained will be the county average yield for 1939. Such county average yields shall be transferred to the spaces following "1938" and "1939" in the upper right-hand corner on the line opposite the words "Tons of sugar beets per acre." Do not transfer the averages entered in the spaces for the totals of columns (24) and (25) if data for less than ten farming units are listed in such columns. In the latter event the county average yields to be entered in the spaces following "1938" and "1939" on the line opposite the words "Tons of sugar beets per acre" will be establisted by the State committee on the basis of: (1) the weighted average yield per acre for such year on all farming units in the county on which sugar beets were grown in such year and for which data are available from SB-409 and SB-309; and (2) the weighted average yield per acre for such year on farming units in adjacent or nearby counties which have similar sugar beet production conditions.

Columns (36) and (37). Obtain sheet totals and county totals for these columns in the manner prescribed for columns (10), (11), (17), and (18).

Columns (30) and (31). Obtain the weighted county average percentages of sugar content to be entered on the line with other county totals as follows:

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Column (30): County total of (36) : county total of (17). Column (31): County total of (37) : county total of (18).
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If data for ten or more farming units have been listed in columns (30) and (36), the result thus obtained will be the county average percentage of sugar content of sugar beets for 1938; and if data for 10 or more farming units have been listed in columns (31) and (37), the result obtained will be the county average percentage of sugar content of sugar beets for 1939. Such county average percentages of sugar content shall be transferred to the spaces following "1938" and "1939" on the line opposite the words "Sugar content of sugar beets" in the upper right-hand corner. Do not transfer the average percentages obtained if less than ten farming units are listed. In the latter event, the county average percentage of sugar content to be entered in the spaces following "1938" and "1939" on the line opposite the words "Sugar content of sugar beets" will be established by the State committee on the basis of: (1) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in the county on which sugar beets were grown in such year and for which data are available from SB-409 and SB-309; and (2) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in adjacent or nearby counties.

The county normal yield in tons of sugar beets per acre and the county normal percentage of sugar content of sugar beets to be entered in the upper right-han corner will be established by the State committee after forms SB-409 have been received from all counties in which sugar beets were planted for harvest in 1940.

The county normal yield in tons of sugar beets per acre for a county will be based on: (1) the county average yields per acre, if any, which have already been established for the county for the years 1938 and 1939 in accordance with the instructions contained herein; and (2) the county average yields and county normal yields established for adjacent or nearby counties which have similar sugar beet production conditions.

The county normal percentage of sugar content of sugar beets for a county shall be based on: (1) the average percentage of sugar content established for the county for the years 1938 and 1939 in accordance with the instructions contained herein; and (2) the county average and county normal percentages of sugar content established for adjacent or nearby counties which have similar sugar beet production conditions.

The State committee should obtain actual data with respect to yields and percentages of sugar content from the American Crystal Sugar Company to aid in the establishment of county averages and normals.

#### . ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (38). The normal yield in tons of sugar beets per acre for each farming unit, to be entered in column (38), will be established as follows:

- (1) For a farming unit on which sugar beets were not planted for harvest in either 1938 or 1939, enter in column (38) 90% of the county normal yield per acre shown in the upper right-hand corner of SB-409.
- (2) For each farming unit on which sugar beets were planted for harvest in either or both of the years 1938 and 1939, enter in column (38) the number of tons obtained as follows:
  - (a) Obtain the total of the annual average yields for the farming unit for such year or two years, as shown in columns (24) and (25).
  - (b) Obtain the total of the county average yields for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .800, multiply by .800, and if the result obtained under (c) is more than 1.200, multiply by 1.200) and enter the result in column (38).

#### EXAMPLE:

Facts: (a) Average yield of sugar beets per planted acre for the farming unit, 4.16 in 1938 and 8.23 in 1939.

- (b) County average yield in tons of sugar beets per acre, 2.68 in 1938 and 5.42 in 1939.
- (c) County normal yield, 4.28 tons per acre.

Note: The figure 4.28 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal yield" is to be determined by the State committee.

Computation of normal yield per acre:

(a) 4.16 + 8.23 = 12.39(b) 2.68 + 5.42 = 8.10

(c) 12.39 ÷ 8.10 = 1.530 (more than 1.200)

(d) 4.28 x 1.200 = 5.14 (normal yield in tons per acre for farming unit)

Column (39). For each farming unit obtain the entry for column (39) as follows:

- (1) For a farming unit from which no sugar beets were marketed in either 1938 or 1939, enter the county normal percentage of sugar content as shown in the upper right-hand corner of SB-409.
- (2) For each farming unit from which sugar beets were marketed in either or both of the years 1938 and 1939, enter in column (39) the result obtained as follows:
  - (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years, as shown in columns (30) and (31).
  - (b) Obtain the total of the county average percentages of sugar content for such year or two years;
  - (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
  - (d) Multiply the county normal percentage of sugar content by the result obtained under (c) and enter the result in column (39).

#### EXAMPLE:

- Facts: (a) Average percentage of sugar content for the farming unit, 17.51 in 1938. No sugar beets marketed in 1939.
  - (b) County average percentage of sugar content of sugar beets, 17.75 in 1938.

(c) County normal percentage of sugar content, 17.85.

Note: The figure 17.85 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal percentage of sugar content" is to be determined by the State committee.

Computation of normal percentage of sugar content:

- (a) 17.51
- (b) 17.75
- (c) 17.51 + 17.75 = .986
- (d) .986 x 17.85 = 17.60 (normal percentage of sugar content for farming unit)

Column (40). Enter in this column the rate of commercially recoverable sugar per ton of sugar beets, which is, according to SB-416, the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (39) for each farming unit. For example, if the percentage of sugar content for a farming unit is shown in column (39) as 17.59, the entry for column (40) will be 3.360, as shown on SB-416. (SB-416 is a new table of rates of recoverable sugar, according to various percentages of sugar content, which replaces SB-111).

Column (41). Enter the normal yield of commercially recoverable sugar per acre for each farming unit as obtained by multiplying the entry in column (38) by the entry in column (40) for such farming unit.

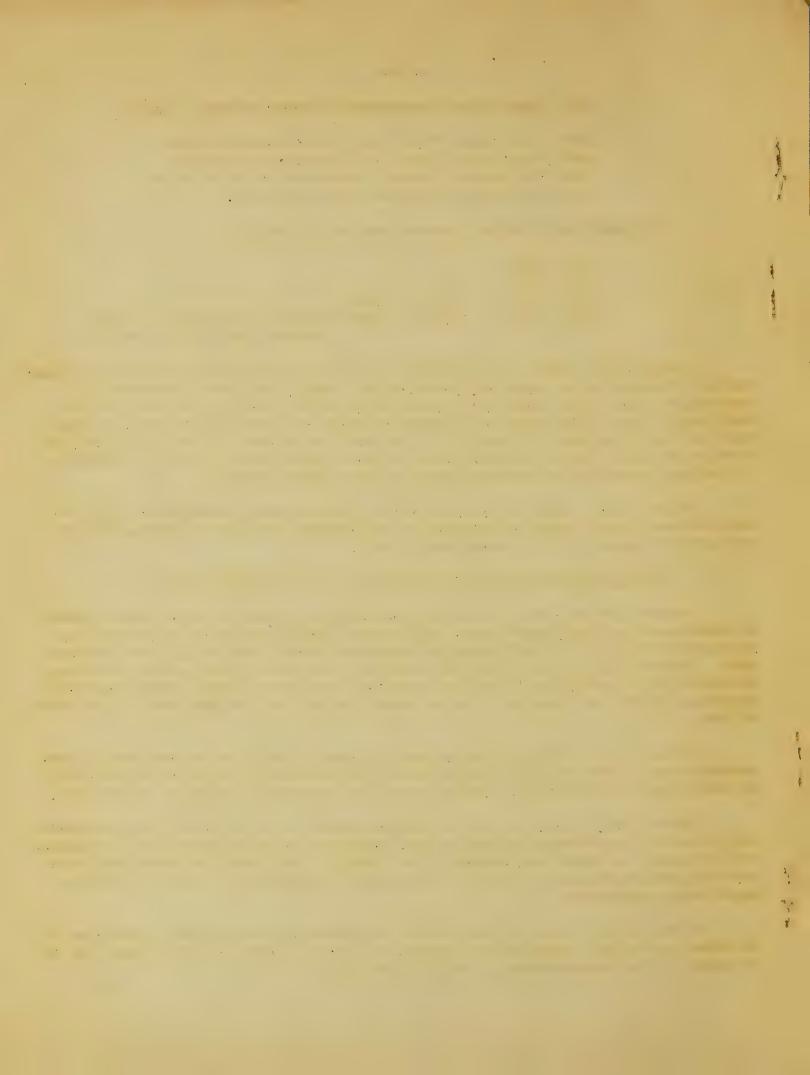
## DATA FOR ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (42) to (45), inclusive, are designed to assist in the establishment of abandonment and deficiency areas within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Column (42) will have been completed in the county office and the remaining columns shall be completed in the State office after forms SB-407, 1940 Sugar Beet Marketing Report, are received from the sugar company and are completed in the State office.

Column (43). Enter in this column the normal production of commercially recoverable sugar from the 1940 planted acreage as obtained by multiplying the entry on each line in column (41) by the entry on the corresponding line in column (42).

Column (44). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-407. Care should be exercised to be sure the proper data are entered in column (44) for the farming unit on which the sugar beets were grown.

Column (45). Enter in this column the percentage which actual production is of normal production, obtained by dividing the entry on each line in column (44) by the entry on the corresponding line in column (43).



Issued October 29, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS --

1940 SUGAR BITET PROGRAM

(For Use by County Committees)

### PREPARATION OF REGULAR APPLICATIONS

The application for payment form, SB-410, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil. The original and first copy, when completed, shall be transmitted to the State office, the second copy shall be retained in the county office, and the third copy should be released to the operator-producer of the farming unit.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms mean all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operation, due to entreme distances between the units, and each such unit is handled by separate work stock, machinery, and general farm labor.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be mot in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State office before completion of the application.

Form SB-405, Supplement to Farming Unit Report, which is comparable to the SB-205A used in connection with the 1938 Sugar Beet Program, will be prepared in accordance with instructions in SB-406A for any farming unit consisting of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

SB-402, Farming Unit Report, SB-407, 1940 Sugar Beet Marketing Report, and, in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for preparation of the application. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

All data to be entered in Section II of the application and all data in Section III except items 4, 5, 15, and 16, shall be entered in tenths. All data in items 4, 15, and 16 of Section III and in columns (2) and (3) of Section V shall be entered in hundredths, and data in item 5 of Section III shall be entered in thousandths.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-402 and other data in the county office should be examined and the following facts ascertained:

- 1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937 on the part of any producer on the farming unit in 1940.
- 2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1940 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
- 3. That any producer on the farming unit who was directly or indirectly a processor of sugar beets during 1940 paid or contracted to pay for all of the sugar beets grown in 1940 by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. (Information regarding performance by producer-processors with respect to the "fair price" condition should be requested from the State committee if it has not previously been furnished.)
- 4. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-406 shall be followed in determining whether such requirement has been met.

Mhen the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name or names of the beet sugar factory or factories from SB-402 to the spaces provided therefor in the upper right-hand corner of the application. Make no entry in the space provided for the date the application was filed, except as hereinafter provided.

Section II. Required Farming Practices. The data to be entered in Section II of the application shall be obtained from Section III of SB-402. Such data shall be transferred as follows:

Section III of SB-402	Section II of application
From item 1, column (e) t From item 2, column (e) t From item 3, column (e) t From item 4, column (e) t From sum of items 5(a) and	o item (2), column (a) o item (3), column (a)
5(b), column (e) t From item 6, column (e) t	

There shall be entered in item (7), column (a), of Section II of the application the sum of the entries in items (1) to (6), column (a). If the entry in item (7), column (a), is equal to or greater than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of column (d) of Section II of SB-402, such entry in item (7), column (a) shall be transferred to item (12) and no further entries need be made in Section II of the application.

If the entry in item (7), column (a), is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, Section IV of SB-402 shall be examined. If the answer to the question in Section IV is "No," the farming practice requirement will be deemed not to have been met. However, if the answer to such question is "Yes," the SB-402 prepared for the "other" farming unit shall be obtained and data with respect to farming practices carried out on such other farming unit shall be entered in items (1) to (7), column (b), of Section II of the application in the manner outlined for entering data in items (1) to (7), column (a) of such Section.

Enter in item (8) the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain such acreage from the space for the total of column (d) of Section II of the SB-402 for the "other" farming unit.

Obtain the entry for item (9) by subtracting from the entry in item (7), column (b), the entry in item (8), column (b).

Obtain the entry for item (10) from column (d) of Section II of the SB-402 for the farming unit to be covered by the application. Such entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.

Obtain the entry for item (11) by multiplying the entry in item (10) by 0.75.

Obtain the entry for item (12) by adding to the entry in item (7), column (a), the smaller of the entries in items (9) and (11), column (b).

In the event the farming unit includes two or more rented tracts of land which would otherwise be parts of "other" farming units, column (b) should be

separated into two or more columns by drawing one or more lines through items (1) to (11), inclusive, of such column. Then data for each of the "other" farming units shall be entered in a separate column in the manner just outlined for entries in column (b). To obtain the entry for item (12) in such a case, add to the entry in item (7), column (a), the smaller of the entries in items (9) and (11) for each of the columns formed by the vertical lines in column (b).

If, after all entries have been made in Section II of an application, it is determined that the entry in item (12) is equal to or greater than the acreage of sugar beets planted on such farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to such farming unit. If the entry in item (12) is less than such planted sugar beet acreage, such requirement will be deemed not to have been met and no further entries shall be made on the application unless it is determined that sufficient practices in addition to those set forth in SB-402 were carried out.

(1

Section III. Computation of Payment. The entries to be made in Section III of the application shall be obtained as follows:

- Item 1. Obtain this entry from the space for the total of column (d) of Section II of SB-402.
- Item 2. Obtain this entry from the space for the total of column (e) of Section II of SB-402. Enter "XX" in a case of total acreage abandonment.
- Item 3. Obtain this entry from column (5) of SB-407, 1940 Sugar Beet Harketing Report. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-407. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-407. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 2 is "XX."
- Item 4. If the farming unit consists of only one tract, obtain this entry from column (6) of Sb-407. If the farming unit consists of more than one tract, the entry shall be obtained from the space for the total of column (6) of SB-405. If the sugar beets from the farming unit were marketed under that type of agreement commonly known as an "individual test contract," the entry shall be made in item 4(a). If the sugar beets were marketed under any other type of agreement, the entry shall be made in item 4(b). Enter "XX" in the space in which a percentage is not entered.
- Item 5. Obtain this entry from column (7) of SB-407. Enter "XX" if the entry in item 3 is "XX." If an entry was made in item 4(a), determine that the rate entered in column (7) of SB-407 is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 4(a). If an entry was made in item 4(b), verify the rate of commercially recoverable sugar per ton of sugar beets entered in column (7) of SB-407 by multiplying the entry in item 4(b) of Section III of the application by .1946. In the latter case the rate of commercially recoverable sugar per ton of sugar beets will be the same for all farming units from which sugar beets were marketed to the same factory.

Item 6. Obtain this entry from column (8) of SB-407 and verify such entry by multiplying the entry in item 3 by the entry in item 5. Enter "XX" if the entry in item 3 is "XX."

Note: If sugar beets were marketed from a farming unit under other than an "individual test" contract to more than one factory, draw a vertical line or lines through the spaces for entries in items 3, 4, and 5 and enter the appropriate data for the sugar beets marketed to each factory in a separate column. Then obtain one entry for item 6 by adding the results obtained by multiplying the entry in item 3 by the entry in item 5 in each column.

Item 7. Obtain this entry from column (41) of SB-409, Listing Sheet, 1940 Sugar Beet Program. Do not make this entry until SB-409 has been approved by the State committee.

Item 8. Obtain this entry from the space beneath the table in Section II of SB-402. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-402, shall be entered in the space provided immediately beneath item 8 of Section III of the application.

Item 9. Obtain this entry by multiplying the entry in item 7 by the entry in item 8. Enter "XX" if the entry in item 8 is "XX."

Item 10. Obtain this entry by dividing the entry in item 9 by 3.0. Enter "XX" if the entry in item 8 is "XX."

Item 11. Obtain this entry by multiplying the entry in item 2 by the entry in item 7. Enter "XX" if the entry in item 2 is "XX."

Item 12. Obtain this entry by multiplying the entry in item 11 by 0.80. Enter "XX" if the entry in item 2 is "XX."

Item 13. Obtain this entry by subtracting from the entry in item 12, the entry in item 6. Enter "XX" if the entry in item 6 is equal to or greater than the entry in item 12. If an entry other than "XX" has been made in item 13, enter the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 10 and 13, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a

designation of such area has been forwarded to the State committee, as provided in SB-412, Instructions for Preparation of Listing Sheet--1940 Sugar Beet Program.

If an entry other than "XX" appears in item 10 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 10 shall be encircled. Similarly, if an entry other than "XX" appears in item 13 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 13 shall be encircled.

There may be instances where acreage has been abandoned on a farming unit and the county committee may have reason to approve an abandonment payment with respect to only a part of such abandoned acreage. In such case, the entries in item 8, 9, and 10 shall be stricken and new entries made. Two entries shall be made in item 8, one entry representing the acreage with respect to which an abandonment payment is to be approved, and the other entry representing the acreage with respect to which payment will not be approved. The latter entry shall be encircled. The entries for items 9 and 10 shall then be obtained by extending the unencircled entry in item 8 in the usual manner.

Item 14. Obtain this entry by adding the entry in item 6 and the unencircled entries in items 10 and 13. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 14 must be the same as the entry in item 6.

Item 15. Obtain this entry by multiplying the entry in item 14 by \$0.60. If the entry in item 14 is in excess of 10,000 cuts., obtain the entry for item 15 by using the following computation schedule, which shall be prepared in triplicate:

Production (cut.)	Maximum quantity  for payment at  each rate (cwt.)	Smaller of columns 1 & 2 (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	(5)
	10,000		\$ 0.60	; Ş
	20,000	6 6 6	\$ 0.55	. 5
	90,000	1	\$ 0.525	:5
	120,000	•	\$ 0.50	: \$
	360,000	6 4 9	\$ 0.475	:\$
and the second s	XXX	E .	\$ 0,30	;\$
Cotal xxxx	XXXXX	XXXXX	XXXXX	: \$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total production shown in item 14 of Section III of the application. Enter on the second line in column (1) the result obtained by subtracting 10,000 from the entry on the first line in column (1). Obtain entries for the third, fourth, fifth, and sixth lines in column (1), if required, by subtracting 20,000, 90,000, 120,000, and 360,000 from the entries on the second, third, fourth, and fifth lines, respectively. Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2), except that any entry on the sixth

line in column (1) shall be transferred to column (3). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer such total to item 15 of Section III of the application. The original and one copy of the computation schedule shall be attached to the application and will accompany such application when it is transmitted to the State office.

Item 16. Enter in the blank space following the words "deduction of" the rate of deduction (expressed as a percentage) for county association expenses. This rate will be furnished by the State committee. Subtract from 100% the rate thus entered and multiply the entry in item 15 by the resultant percentage to obtain the entry for item 16.

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1940 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1940, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from columns (f) and (g) of Section II of SB-402. The names and addresses shall be printed. Two lines have been provided within each space, and wherever possible, the name should be entered on the first line and the address on the second.

Column (2). If the farming unit consists of only one tract, obtain entries for this column from column (h) of Section II of SB-402 opposite the names of the producers. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

Column (3). Obtain the entries for this column by multiplying the entry in item 16 of Section III by the respective entries in column (2) of Section V. Obtain and enter the total of column (3). Such total must equal the entry in item 16 of Section III, except that any difference due solely to the rounding of fractions may be disregarded.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 10 and 13 of Section III and the county committee must be certain that any entries which appear in such items have been encircled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-412.

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not be signed, if the producer signs the original in such a manner that a facsimile of his signature appears on such copies. The operator-producer should be permitted to keep the last copy in the set, although the corbon paper, other than the last sheet, should not be withdrawn.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the representations in Section I, to sign in the spaces provided therefor. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column (1) of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced.

Signatures should be handwritten, unless the producer customarily prints his name as a signature, in which event, such printed signature will be acceptable only if witnessed by one person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by one person, whose signature must be handwritten.

A married woman who signs an application must sign her given name rather than her husband's given name, as for example, "Mary Jones," rather than "Mrs. John Jones." An exception to this rule is made when a married woman signs an application in a fiduciary capacity, in which case she should sign her name as it is given in the authorization to act.

If any producer was, either directly or indirectly, a processor of sugar beets in 1940, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign his name in the space provided therefor exactly as it appears in column (1) of Section V. An envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified, the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in effect under the agricultural conservation program, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:

(a) Section II, items (1) to (6), inclusive, (8), and (10).

(b) Section III, items 1 to 4, inclusive, 7 and 8.

(c) Section V. columns (1) and (2).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer or producers or because of their refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer or producers to sign. Such signed statement shall be attached to the application.

If any application is transmitted to the State office after June 1, 1941, or if there is any question in connection with an application transmitted prior to June 1, 1941, which leads the county committeeman to believe it may be suspended or otherwise delayed so that it would not reach the General Accounting Office for preaudit before July 1, 1941, the date of filing of such application in the county office shall be entered in the space provided therefor in the upper right-hand corner. Otherwise, the date of filing need not be entered.

Distribution of Copies of Application. When applications have been signed and certified, the carbon paper shall be removed from each set of forms. If the third (last) copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office in accordance with instructions to be issued by the appropriate division of the Agricultural Adjustment Administration.

## PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to such application shall be the same as the serial number assigned to the original application, except that it shall be followed by the letter "x." If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all such producers on the same supplemental application. However, if only one of the producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y," and if a third supplemental application is prepared, the serial number shall be followed by the letter HZ.H

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

# HANDLING OF SUSPENDED APPLICATIONS

Applications will be carefully examined in the State office, and if it is discovered that a correction has not been properly initialed, that a signature has not been properly affixed, or that an application is otherwise irregular, such application will be returned to the county office for correction.

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

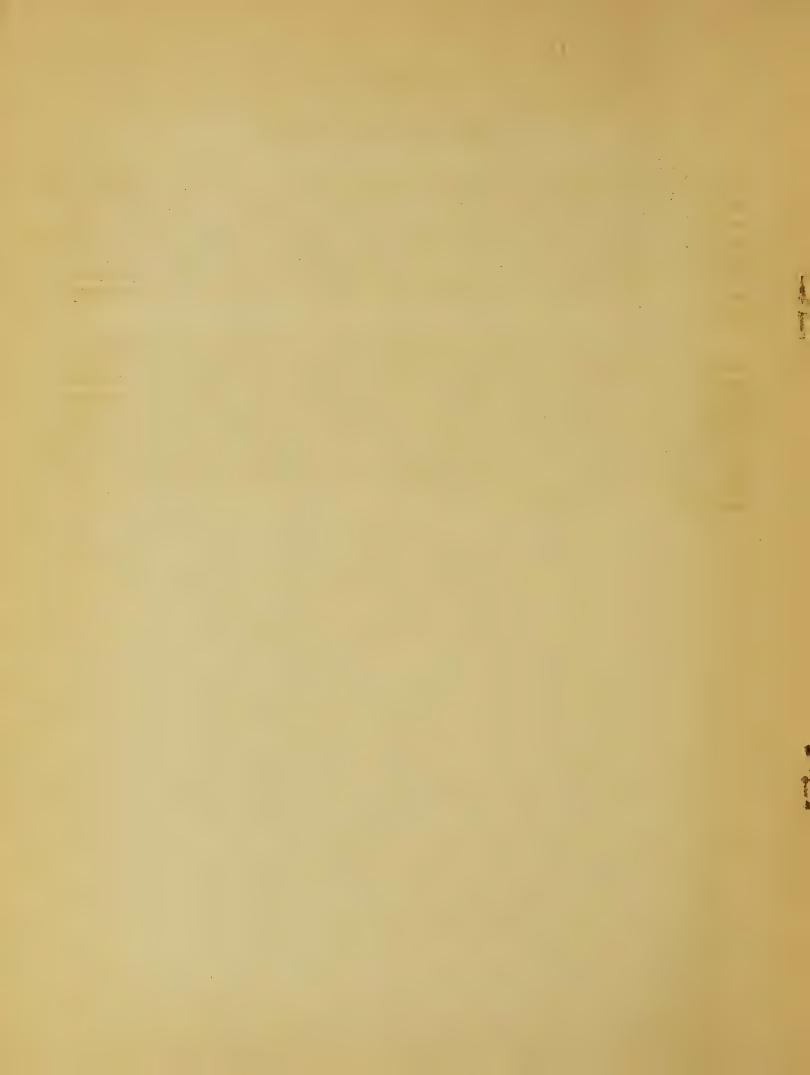
If a suspended application is resubmitted to the State office after June 1, 1941, the date such application was filed in the county office shall be entered in the space provided therefor in the upper right-hand corner.

### CASES INVOLVING ADJUSTLENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1940 sugar beet program in accordance with the procedure in effect for the 1939 sugar beet program. Specifically, it should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.

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# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS-1940 SUGAR BEET PROGRAM FOR CALIFORNIA

(For Use by County Committees)

## PREPARATION OF REGULAR APPLICATIONS

The application for payment form, SB-410A-California, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil. The original and first copy, when completed, shall be transmitted to the State office, the second copy shall be retained in the county office, and the third copy should be released to the operator-producer of the farming unit.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms mean all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operation, due to extreme distances between the units, and each such unit is handled by separate work stock, machinery, and general farm labor. If an operator desires that land which he operates be considered as more than one farming unit, approval of such designation must be obtained from the State committee before separate applications may be prepared with respect to such land.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State office before completion of the application.

Form SB-405, Supplement to Farming Unit Report, which is comparable to the SB-205A used in connection with the 1938 Sugar Beet Program will be prepared in accordance with instructions in SB-406A for any farming unit consisting of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 (crop year) in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

SB-402-California, Farming Unit Report (referred to herein as "SB-402"), SB-407, 1940 Sugar Beet marketing Report, and in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for prepartion of the application. If an error is made on an application, the incorrect entry shall not be erased but

shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

All data to be entered in Section II of the application and all data in Section III except items 4, 5, 15, and 16, shall be entered in tenths. All data in items 4, 15, and 16 of Section III and in columns (2) and (3) of Section V shall be entered in hundredths, and data in item 5 of Section III shall be entered in thousandths.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-402 and other data in the county office should be examined and the following facts ascertained:

- 1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937 on the part of any producer on the farming unit in 1940.
- 2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1940 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
- 3. That any producer on the farming unit who was directly or indirectly a processor of sugar beets during 1940 paid or contracted to pay for all of the sugar beets grown in 1940 by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. (Information regarding performance by producer-processors with respect to the "fair price" condition should be requested from the State committee if it has not previously been furnished.)
- 4. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-406 shall be followed in determining whether such requirement has been met.

When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name or names of the beet sugar factory or factories from SB-402 to the spaces provided therefor in the upper right-hand corner of the application. Make no entry in the space provided for the date the application was filed, except as hereinafter provided.

Section II. Required Farming Practices. Make entries in items (6) to (14), inclusive, in column (a). These entries shall be transferred from Section III of SB-402 as follows:

#### Section III of SB-402

#### Section: II of application

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From item 1, column (e)
                                            to item (6), column (a)
 From item 2, column (e) to item (7), column (a) From sum of items 3 and 4, column (e) to item (8), column (a)
 From sum of items 5(a) and 5(b), column (e) to item (9), column (a)
 From item 6, column (e)
                                               to item (10), column (a)
 From item 7, column (e)
                                              to item (11), column (a)
From item 8, column (e)
                                              to item (12), column (a)
 From item 9, column (e)
                                         to item (13), column (a)
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Enter in item (14), column (a) of Section II of the application the sum of the entries in items (6) to (13), inclusive, in column (a). If the entry in item (14), column (a) equals or exceeds the total planted acreage of sugar beets on the farming unit as indicated by the total of column (d) of Section II of SB-402, the farming practice requirement will be deemed to have been met. In this case, the entry in item (14), column (a), shall be transferred to item (22) and no further entries need be made in Section II of the application.

If the entry in item (14), column (a), is less than the total planted sugar beet acreage, data shall be entered in Part A of Section II of the application. If the farming unit is located in Area  $1\frac{1}{2}$ , data may be entered in any of items (1) to (4) in Part A if the qualifications indicated in such items have been met. If the farming unit is located outside of Area 1, no entries shall be made in items (3) and (4) of Part A. It must be borne in mind that where the special provisions relating to Area 1 are used, the practice requirement must be met with practices (1), (2), and (3), although other practices may have been carried out on the farming unit and may be listed in Part B of Section II.

After data have been listed in the applicable items in Part A, the total acreage of practices required for the farming unit shall be obtained and entered in item (5) of Part A. For a farming unit in Area l, such entry shall be the sum of the following:

- One-third of the sum of the entries in item (1), columns (a) and (b).
- 2. One-half of the sum of the entries in item (2), columns (a) and (b).
- 3. One-half of the sum of the entries in item (3), columns (a) and (b).
- 4. Two-thirds of the sum of the entries in item (4), columns (a) and (b).
- The result obtained by subtracting from the total planted sugar beet acreage, as shown in column (d) of Section II of SB-402, the sum of all entries in items (1) to (4), inclusive, of Part A of Section II of the application.

Area I includes all counties east of the west borders of Contra Costa, San Joaquin, Stanislaus, Merced, Fresno, Kings and Kern counties, and north of the south borders of Kern and Inyo counties.

If the farming unit is outside of Area l or if it is determined that an insufficient acreage of practices (1), (2), and (3) was carried out to permit application of the special provisions for Area 1, the entry in item (5) of Part A shall be the sum of the following:

- 1. One-half of the sum of the entries in item (1), columns (a) and (b).
- 2. Three-fourths of the sum of the entries in item (2), columns (a) and (b).
- 3. The result obtained by subtracting from the total planted sugar beet acreage, the sum of all entries in items (1) and (2) of Part A.

If the farming unit is located in Area 1 and if the sum of the entries in itmes (6), (7), and (8) in column (a) of Section II equals or exceeds the entry in item (5), Part A of Section II, the farming practice requirement will be deemed to have been met. In this case, there shall be entered in item (22) the sum of items (6), (7), and (8), column (a), and no further entries need be made in Section II.

If the farming unit is outside of Area l or if it is determined that an insufficient acreage of practices (1), (2), and (3) was carried out to permit application of the special provisions for Area 1, the farming practice requirement will be deemed to have been met if the entry in item (14), column (a) equals or exceeds the entry in item (5) (based on items (1) and (2) only). In this case, transfer the entry in item (14), column (a), to item (22) and make no further entries in Section

If the farming practice requirement has not been met under the foregoing alternatives, it is possible that additional practices were carried out on the balance of another farming unit of which rented acreage included in the farming unit under 'consideration would otherwise be a part. To determine whether the requirement has been met through this alternative, examine Section IV of SB-402. If the answer to the question in Section IV is "no," the practice requirement will be deemed not to have been met unless additional practices can be carried out on the farming unit before the end of the 1940 crop year. However, if the answer to the question in Section IV of SB-402 is "yes," the SB-402 for the "other" farming unit shall be obtained and data with respect to all farming practices carried out on such "other" farming unit shall be entered in items (6) to (14), column (b) of Section II of the application in the manner outlined for entering data in items (6) to (14), column (a) of such section.

Enter in item (15) the 1940 sugar beet acreage on the balance of the "other" farming unit of which rented acreage included in the farming unit under consideration would otherwise be a part. Obtain this entry from the space for the total of column (d) of Section II of the SB-402 for the "other" farming unit.

Enter in item (16) the acreage of farming practices required with respect to the balance of the "other" farming unit. This entry will be obtained from item (5) of Section II of the application prepared for the "other" farming unit.

Enter in item (17) the result obtained by subtracting from the entry in item (14), column (b), the entry in item (16).

Enter in item (18) the 1940 sugar beet acreage on the rented acreage which would otherwise be part of the "other" farming unit. Obtain this entry from column (d) of Section II of SB-402 opposite the appropriate ACP farm number or work-sheet number.

Enter in item (19), 125 percent of item (18).

Enter in item (20) the sum of the following:

1. One-half of the entry in item (1), column (b).

2. Three-fourths of the entry in item (2), column (b).

3. The result obtained by subtracting from the entry in item (18), the sum of the entries in items (1) and (2) in column (b).

Note: The provisions permitting use of practices carried out on the balance of the "other" farming unit to meet the practice requirements on rented acreage which would otherwise be part of such "other" farming unit, cannot be used to meet the requirement if the farming unit is located in Area 1 and if the special provisions relating to Area 1 are utilized.

Enter in item (21) the result obtained by subtracting from the entry in item (20), the entry in item (19).

Enter in item (22) the result obtained by adding to the entry in item (14), column (a), the smaller of the entries in items (17) and (21).

If the entry in item (2) equals or exceeds the entry in item (5) (based on items (1) and (2) only), the farming practice requirement will be deemed to have been met.

If the farming unit includes two or more rented tracts which would otherwise be parts of "other" farming units, items (1) and (2) and items (6) to (21), inclusive, in column (b) shall be separated into two or more columns by drawing vertical lines through such items. Data for each of the rented tracts shall be entered in a separate column in items (1) and (2) and data for the balance of each of the "other" farming units shall be entered in a separate column in items (6) to (21), inclusive. To obtain the entry for item (22) in such a case, add to the entry in item (14), column (a), the smaller of the entries in items (17) and (21) for each of the columns formed by the vertical lines in column (b).

Section III. Computation of Payment. The entries to be made in Section III of the application shall be obtained as follows:

. Item 1. Obtain this entry from the space for the total of column (d) of Section II of SB-402.

Item 2. Obtain this entry from the space for the total of column (e) of Section II of SB-402. Enter "XX" in a case of total acreage abandonment.

- Item 3. Obtain this entry from column (5) of SB-407. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-407. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-407. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 2 is "XX.""
- Item 4. If the farming unit consists of only one tract, obtain this entry from column (6) of SB-407. If the farming unit consists of more than one tract, the entry shall be obtained from the space for the total of column (6) of SB-405. Since sugar beets from all farming units in California are marketed under that type of agreement commonly known as an "individual test contract," the entry shall be made in item 4(a). Enter "XX" in item 4(b).
- Item 5. Obtain this entry from column (7) of SB-407. Enter "XX" if the entry in item 3 is "XX." Determine that the rate entered in column (7) of SB-407 is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 4(a).
- Item 6. Obtain this entry from column (8) of SB-407 and verify such entry by multiplying the entry in item 3 by the entry in item 5. Enter "XX" if the entry in item 3 is "XX."
- Item 7. Obtain this entry from column (41) of SB-409, Listing Sheet, 1940 Sugar Beet Program. Do not make this entry until SB-409 has been approved by the State committee.
- Item 8. Obtain this entry from the space beneath the table in Section II of SB-402. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-402, shall be entered in the space provided immediately beneath item 8 of Section III of the application.
- Item 9. Obtain this entry by multiplying the entry in item 7 by the entry in item 8. Enter "XX" if the entry in item 8 is "XX."
- Item 10. Obtain this entry by dividing the entry in item 9 by 3.0. Enter "XX" if the entry in item 8 is "XX."
- Item 11. Obtain this entry by multiplying the entry in item 2 by the entry in item 7. Enter "XX" if the entry in item 2 is "XX."
- Item 13. Obtain this entry by multiplying the entry in item 11 by 0.80. Enter "XX" if the entry in item 2 is "XX."
- Item 13. Obtain this entry by subtracting from the entry in item 12, the entry in item 6. Enter "XX" if the entry in item 6 is equal to or greater than the entry in item 12. If an entry other than "XX" has been made in item 13, enter

the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 10 and 13, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The recort of the farm recorter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a designation of such area has been forwarded to the State committee, as provided in SB-412, Instructions for Preparation of Listing Sheet—1940 Sugar Beet Program.

If an entry other than "XX" appears in item 10 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 10 shall be encircled. Similarly, if an entry other than "XX" appears in item 13 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 13 shall be encircled.

There may be instances where acreage has been abandoned on a farming unit and the county committee may have reason to approve an abandonment payment with respect to only a port of such abandoned acreage. In such case, the entries in items 8, 9, and 10 shall be stricken and new entries made. Two entries shall be made in item 8, one entry representing the acreage with respect to which an abandonment payment is to be approved, and the other entry representing the acreage with respect to which payment will not be approved. The latter entry shall be encircled. The entries for items 9 and 10 shall then be obtained by extending the unencircled entry in item 8 in the usual manner.

Item 14. Obtain this entry by adding the entry in item 6 and the unencircled entries in items 10 and 13. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 14 must be the same as the entry in item 6.

Item 15. Obtain this entry by multiplying the entry in item 14 by \$0.60. If the entry in item 14 is in excess of 10,000 cwts., obtain the entry for item 15 by using the following computation schedule, which shall be prepared in tripplicate:

Production (c.w.t.)	Maximum quantity for payment at each rate (cwt.)	Smaller of columns 1 & 2 (cwt.)	Rate	Payment (3) x (4)
(7)	(2)	(3)	(4)	(5)
(1)	10,000		\$ 0.60	\$
	20,000		\$ 0.55	\$
	90,000	1	\$ 0.525	\$
	120,000	1	\$ 0.50	\$ .
**	360,000	1	\$ 0.475	\$
	XXX	1	\$ 0.30	\$
tal xxxx	XXXX	XXXX	XXXX	1

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total production shown in item 14 of Section III of the application. Enter on the second line in column (1) the result obtained by subtracting 10,000 from the entry on the first line in column (1). Obtain entries for the third, fourth, fifth, and sixth lines in column (1), if required, by subtracting 20,000, 90,000, 120,000, and 360,000 from the entries on the second, third, fourth, and fifth lines, respectively. Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2), except that any entry on the sixth line in column (1) shall be transferred to column (3). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer such total to item 15 of Section III of the application. The original and one copy of the computation schedule shall be attached to the application and will accompany such application when it is transmitted to the State office.

Item 16. Enter in the blank space following the words "deduction of" the rate of deduction (expressed as a percentage) for county association expenses. This rate will be furnished by the State committee. Subtract from 100% the rate thus entered and multiply the entry in item 15 by the resultant percentage to obtain the entry for item 16.

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1940 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1940, a processor of sugar beets, or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or a person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from columns (f) and (g) of Section II of SB-402. The names and addresses shall be printed. Two lines have been provided within each space, and wherever possible, the name should be entered on the first line and the address on the second.

Column (2). If the farming unit consists of only one tract, obtain entries for this column from column (h) of Section II of SB-402 opposite the names of the producers. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

Column (3). Obtain the entries for this column by multiplying the entry in item 16 of Section III by the respective entries in column (2) of Section V.

Obtain and enter the total of column (3). Such total must equal the entry in item 16 of Section III, except that any difference due solely to the rounding of fractions may be disregarded.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 10 and 13 of Section III and the county committee must be certain that any entries which appear in such items have been encircled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-412.

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not be signed, if the producer signs the original in such a manner that a facsimile of his signature appears on such copies. The operator-producer should be permitted to keep the last copy in the set, although the carbon paper, other than the last sheet, should not be withdrawn.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the representations in Section I, to sign in the spaces provided therefor. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column (1) of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced. If a signature is so illegible as to raise doubt as to its acceptability, such signature should be witnessed.

Signatures should be handwritten, unless the producer customerily prints his name as a signature, in which event, such printed signature will be acceptable only if witnessed by one person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by one person, whose signature must be handwritten.

If any producer was, either directly or indirectly, a processor of sugar beets in 1940, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign his name in the space provided therefor exactly as it appears in column (1) of Section V. An envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is received, the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in ACP-16, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:

- (a) Section II, items (1) to (4), inclusive, (6) to (13), inclusive, (15), (16), and (18).
- (b) Section III, items 1 to 4, inclusive, 7 and 8.
  - (c) Section V, columns (1) and (2).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer or producers or because of their refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer or producers to sign. Such signed statement shall be attached to the application.

If any application is transmitted to the State office after June 1, 1941, or if there is any question in connection with an application transmitted prior to June 1, 1941, which leads the county committeeman to believe it may be suspended or otherwise delayed so that it would not reach the General Accounting Office for preaudit before July 1, 1941, the date of filing of such application in the county office shall be entered in the space provided therefor in the upper right—hand corner. Otherwise, the date of filing need not be entered.

Distribution of Covies of Application. When applications have been signed and certified, the carbon paper shall be removed from each set of forms. If the third (last) copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office in accordance with instructions to be issued by the Vestern Division of the Agricultural Adjustment Administration.

# PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to such application shall be the same as the serial number assigned to the original application, except that it shall be followed by the letter "x". If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all such producers on the same supplemental application. However, if only one of the

producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y", and if a third supplemental application is prepared, the serial number shall be followed by the letter "z".

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

### HANDLING OF SUSPENDED APPLICATIONS

Applications will be carefully examined in the State office, and if it is discovered that an error has been made in any computation, that a correction has not been properly initialed, that a signature has not been properly affixed, or that an application is otherwise irregular, such application will be returned to the county office for correction.

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

If a suspended application is resubmitted to the State office after June 1, 1941, the date such application was filed in the county office shall be entered in the space provided therefor in the upper right-hand corner.

#### CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1940 sugar beet program in accordance with the provisions of WD-6, the instructions in effect for the 1939 sugar beet program. Specifically, it should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.

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SB-413 (NCR, Supplement 1)

Issued November 8, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS
1940 SUGAR BLET PROGRAM

(For Use by County Committees)

The procedure for making entries in Section V of the application, as outlined in SB-413, page 7, is hereby amended by adding thereto the following procedure for use in connection with the preparation of applications for payment where it is found that one or more of the producers, who are entitled to a share of the payment computed for the farming unit, are indebted to one or more agencies of the United States Government.

Where an applicant is indebted to the United States Government, as shown by the Register of Indebtedness, a set-off will be made against the sugar beet payment due such applicant. If it is found that an applicant is indebted to more than one governmental agency or to the same governmental agency by reason of overpayments under different appropriations. set-offs shall be made in the order set forth in NCR-423.

In preparing applications for payment under the 1940 Sugar Beet Program the following procedure is to be used when one or more producers are listed on the Register of Indebtedness.

## 1. Preparation of SB-410, Section V.

a. If it is found that a producer is indebted to the United States Government, enter such producer's name and address in column (1). Enter on the line immediately below the printed name of the producer in column (1) "Indebted to A.A.A.", "Indebted to F.S.A.", "Indebted to F.C.A.", etc., and enter in column (1), immediately following the name of the governmental agency, the amount of the indebtedness. If the indebtedness is shown on AAA-372 as a percentage of the net payment, multiply such percentage by the producer's payment in column (3) and enter such amount opposite the name of the governmental agency in column (1).

- b. Enter in column (1) together with the name of the governmental agency the address of such agency unless the governmental agency is the Agricultural Adjustment Administration.
- c. Enter in column (2) opposite the names of the producers listed in column (1) the percentage shares of the total payment computed under the application to which each producer is entitled.
- d. Obtain the entries for column (3) by multiplying the entry in item 16 of Section III by the respective entries in column (2) of Section V.
- e. If the amount of the producer's payment as shown in column (3) is more than the amount of the indebtedness.
  - (1) Enter in column (3) opposite the name of the agency to whom the producer is indebted, the amount of such indebtedness.
  - (2) Encircle the amount entered in column (3) opposite the name of the producer.
  - (3) Enter immediately above the encircled entry the amount obtained by subtracting from the encircled entry the amount of the indebtedness.
- f. If the amount of the producer's payment as shown in column (3) is less than the amount of the indebtedness.
  - (1) Enter opposite the name of the governmental agency the amount of the producer's payment.
  - (2) Encircle the amount entered in column (3) opposite the name of the producer.
  - (3) Enter zero immediately above the encircled entry.

If a producer is indebted to more than one governmental agency and the amount of such producer's payment under the application is more than the amount of the indebtedness first in order of priority, additional lines in Section V may be used to show deductions for the other debts in the order of their priority. The following examples illustrate the entries to be made in Section V of SB-410 in cases where a producer is indebted to the United States Government:

Example 1 - One Producer Indebted In An Amount Less Than His Share
Of the Payment

SECTION V - DISTRIBUTION OF PAYMENT TO PRODUCERS

Name and Address	of Producer	of	Share of net payment (column 2 x Section III, item 16)
(1)		(2)	(3)
John Doe	Menomonie, Michigan	2 2	\$150.00 60.00 (150.00)
Richard Roe	Menomonie, Michigan	50	150.00
Indebted to A.A.A. \$90.00		6 5 2 8	90.00
		9 1 6 - 2 2 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	1
	TOTAL	100.00	300.00

Example 2 - Two Producers Indebted to the United States Government, One of Whom is Indebted in an Amount Greater Than Eis Share of the Payment Under the Application.

# SECTION V - DISTRIBUTION OF PAYMENT TO PRODUCERS

		Percentage	Share of net
Name and Address of Pr	oducer	of	payment (column
		Payment	2 x Section III,
*			item 16)
(1)		(2)	(3)
John Doe	Menomonie, Michigan	50	\$100.00
John Doe	176 East Fifth St.	1	
Indebted to F.C.A. \$150.00	St. Paul, Minnesota	4 5 2	100.00
		ē .	50.00
Richard Roe	Menomonie, Michigan	50	100.00
Indebted to A.A.A. \$50.00		• 5 2 6 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	50.00
		\$ 5 4	
			1 2 0
			•
	TOTAL	100.00	200.00

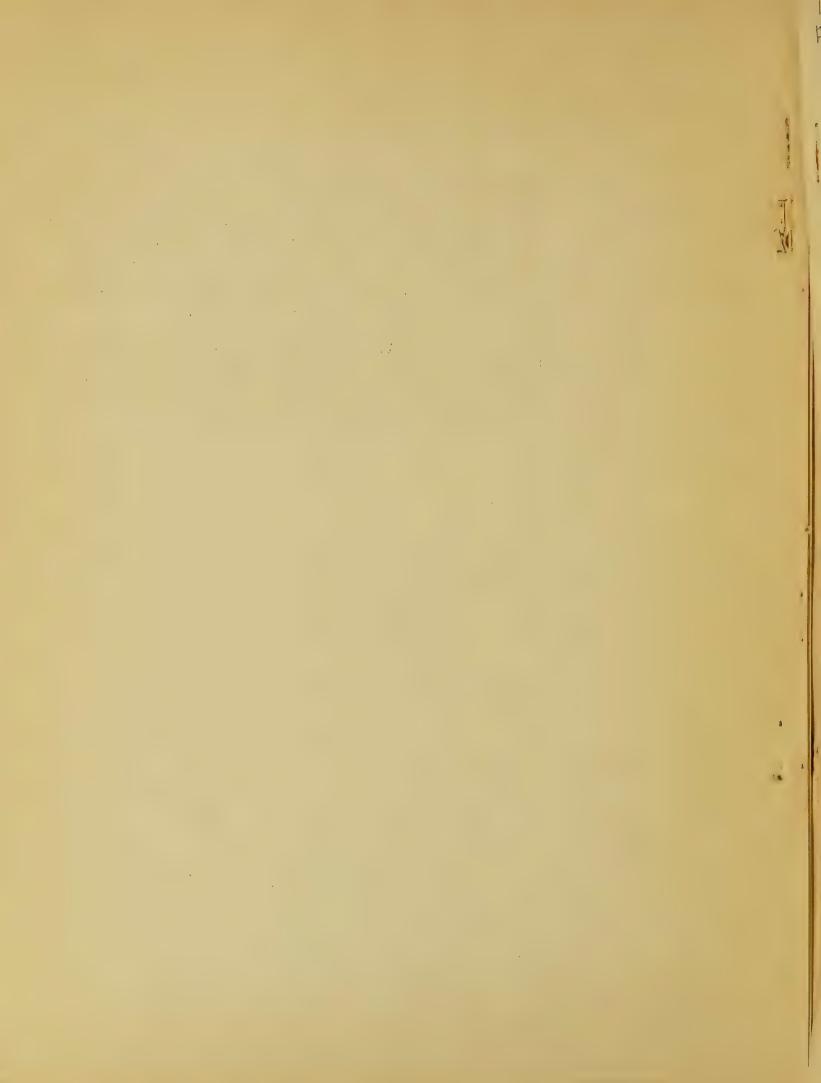
Example 3 - Two Produce's Indebted to Two or More Governmental Agencies, One of Whom is Indebted in an Amount Greater Than His Share of the Payment Under the Application, and the Other of Whom is Indebted in an Amoun Less Than His Share of the Payment Under the Application.

### SECTION V - DISTRIBUTION OF PAYMENT TO PRODUCERS

		<u> </u>	
		Percentage :	Share of net
Name and Address	of Producer	of	payment (column
	ť	Payment :	2 x Section III
			item 16)
(1)	1 8 7	(2)	(3)
		1	50.00
John Doe	Scotts Bluff, Nebraska	50	\$ \$200.00
Indebted to A.A.A. \$100.00			100.00
	Farm Credit Building		
Indebted to F.C.A. \$50.00	Omaha, Nebraska	? \$ 1	50.00
		*	0
Richard Roe	Scotts Bluff, Nebrask	a 50	(200.00)
	164 W. Jackson Blvd.	E 6	
Indebted to C.C.Corp.\$150.0	O Chicago, Illinois	t 1 9	150.00
	Farm Credit Bldg.,	9	
Indebted to F.C.A. \$100.00	Omaha, Nebraska	; 1 t	50.00
		1	* *
	TOTAL	100.00	400.00

- 2. If the name of a producer eligible to apply for payment under the 1940 Sugar Beet Program is the same or similar to a name on the Register of Indebtedness and the applicant is not indebted, RF-2 shall be prepared in accordance with the instructions on the reverse side thereof. All Forms RF-2 prepared for a county in connection with the 1940 Sugar Beet Program shall be attached to the appropriate applications for payment when such applications for payment are transmitted to the State office.
- 3. Enter in Section II, column (a) of RF-12 the notation "Set-off 1940 S.B.P." and the State and county code and serial number of the application in connection with which the set-off is made. Enter in Section II, column (e) of RF-12 the amount of the set-off.

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SB-413 (SR)

Issued December 18, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS FOR PREPARATION OF REGULAR AND
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS -1940 SUGAR BEET PROGRAM

(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

eferred to herein as the "appli-

The application for payment form, SB-410, (Referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms mean all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land. All land operated by one person shall be considered as a farming unit, except when such land is divided into units for the purpose of operation, due to extreme distances between the units, and each such unit is handled by separate work stock, machinery, and general farm labor.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State office before completion of the application

Form SB-405, Supplement to Farming Unit Report, which is comparable to the SB-205A used in connection with the 1938 and 1939 Surar Beet Programs, will be prepared in accordance with instructions in SB-406A for any farming unit consisting of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1940 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

SB-402, Farming Unit Report, SB-467, 1940 Sugar Beet Marketing Report, and, in some cases SB-405, Supplement to Farming Unit Report, will be used as the basis for preparation of the application. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

All data to be entered in Section II of the application and all data in Section III except items 4 and 5 shall be entered in tenths. All data in item 4, of Section III and in column (2) of Section V shall be entered in hundredths, and data in item 5 of Section III shall be entered in thousandths.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-402 and other data in the county office should be examined and the following facts ascertained:

- 1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937 on the part of any producer on the farming unit in 1940.
- 2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1940 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
- 3. That any producer on the farming unit who was directly or indirectly a processor of sugar beets during 1940 paid or contracted to pay for all of the sugar beets grown in 1940 by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. (Information regarding performance by producer-processors with respect to the "fair price" condition should be requested from the State committee if it has not previously been furnished.)
- 4. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-406 (SR) shall be followed in determining whether such requirement has been met.

When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory or factories from SB-402 to the spaces provided therefor in the upper right corner of the application. Make no entry in the space provided for the date the application was filed.

Section II. Required Farming Practices. The data to be entered in Section II of the application shall be obtained from Section III of SB-402. Such data shall be transferred as follows:

Section III of SB-402	Section II of application
From item 1, column (e) to From item 2, column (e) to	item (1), column (a) item (2), column (a)
From item 3, column (e) to	item (3), column (a)
From item 4, column (e) to	item (4), column (a)
From sum of items 5(a) and	
5(b), column (e) to	item (5), column (a)
From item 6, column (e) to	item (6), column (a)

There shall be entered in item (7), column (a), of Section II of the application the sum of the entries in items (1) to (6), column (a). If the entry in item (7), column (a), is equal to or greater than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of column (d) of Section II of SB-402, such entry in item (7), column (a) shall be transferred to item (12) and no further entries need be made in Section II of the application.

If the entry in item (7), column (a), is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, Section IV of SB-402 shall be examined. If the answer to the question in Section IV is "No," the farming practice requirement will be deemed not to have been met. However, if the answer to such question is "Yes," the SB-402 prepared for the "other" farming unit shall be obtained and data with respect to farming practices carried out on such other farming unit shall be entered in items (1) to (7), column (b), of Section II of the application in the manner outlined for entering data in items (1) to (7), column (a) of such Section.

Enter in item (8) the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain such acreage from the space for the total of column (d) of Section II of the SB-402 for the "other" farming unit.

Obtain the entry for item (9) by subtracting from the entry in item (7), column (b), the entry in item (8), column (b).

Obtain the entry for item (10) from column (d) of Section II of the SB-402 for the farming unit to be covered by the application. Such entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.

Obtain the entry for item (11) by multiplying the entry in item (10) by 0.75.

Obtain the entry for item (12) by adding to the entry in item (7), column (a), the smaller of the entries in items (9) and (11), column (b).

In the event the farming unit includes two or more rented tracts of land which would otherwise be parts of "other" farming units, column (b) should be separated into two or more columns by drawing one or more lines through items (1) to (11), inclusive, of such column. Then data for each of the "other" farming units shall be entered in a separate column in the manner just outlined for

entries in column (b). To obtain the entry for item (12) in such a case, add to the entry in item (7), column (a), the smaller of the entries in items (9) and (11) for each of the columns formed by the vertical lines in column (b).

If, after all entries have been made in Section II of an application, it is determined that the entry in item (12) is equal to or greater than the acreage of sugar beets planted on such farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to such farming unit. If the entry in item (12) is less than such planted sugar beet acreage, such requirement will be deemed not to have been met and no further entries shall be made on the application unless it is determined that sufficient practices in addition to those set forth in SB-402 were carried out.

Section III. Computation of Payment. The entries to be made in Section III of the application shall be obtained as follows:

- Item 1. Obtain this entry from the space for the total of column (d) of Section II of SB-402.
- Item 2. Obtain this entry from the space for the total of column (e) of Section II of SB-402. Enter "XX" in a case of total acreage abandonment.
- Item 3. Obtain this entry from column (5) of SB-467, 1940 Sugar Beet Marketing Report. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-467. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-467. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 2 is "XX."
- Item 4. Obtain this entry from column (6) of SB-467. This entry shall always be made in item 4(a). Enter "XX" in item 4(b).
- Item 5. Obtain this entry from column (7) of SB-407. Enter "XX" if the entry in item 3 is "XX." Determine that the rate entered in column (7) of SB-407 is, according to SB-416, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 4(a).
- Item 6. Obtain this entry from column (8) of SB-407 and verify such entry by multiplying the entry in item 3 by the entry in item 5. Enter "XX" if the entry in item 3 is "XX."
- Item 7. Obtain this entry from column (el) of SB-409, Listing Sheet, 1940 Sugar Beet Program. Do not make this entry until SB-409 has been approved by the State committee.
- Item 8. Obtain this entry from the space beneath the table in Section II of SB-402. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-402, shall be entered in the space provided immediately beneath item 8 of Section III of the application.

Item 9. Obtain this entry by multiplying the entry in item 7 by the entry in item 8. Enter "XX" if the entry in item 8 is "XX."

Item 10. Obtain this entry by dividing the entry in item 9 by 3.0. Enter "XX" if the entry in item 8 is "XX."

Item 11. Obtain this entry by multiplying the entry in item 2 by the entry in item 7. Enter "XX" if the entry in item 2 is "XX."

Item 12. Obtain this entry by multiplying the entry in item 11 by 0.80. Enter "XX" if the entry in item 2 is "XX."

Item 13. Obtain this entry by subtracting from the entry in item 12, the entry in item 6. Enter "XX" if the entry in item 6 is equal to or greater than the entry in item 12. If an entry other than "XX" has been made in item 13, enter the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 10 and 13, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a designation of such area has been forwarded to the State committee, as provided in SB-412 (SR), Instructions for Preparation of Listing Sheet--1940 Sugar Beet Program.

If an entry other than "XX" appears in item 10 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 10 shall be circled. Similarly, if an entry other than "XX" appears in item 13 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 13 shall be circled.

There may be instances where acreage has been abandoned on a farming unit and the county committee may have reason to approve an abandonment payment with respect to only a part of such abandoned acreage. In such case, the entries in item 8, 9, and 10 shall be stricken and new entries made. Two entries shall be made in item 8, one entry representing the acreage with respect to which an abandonment payment is to be approved, and the other entry representing the acreage with respect to which payment will not be approved. The latter entry shall be encircled. The entries for items 9 and 10 shall then be obtained by extending the unencircled entry in item 8 in the usual manner.

Item 14. Obtain this entry by adding the entry in item 6 and the unencircled entries in items 10 and 13. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 14 must be the same as the entry in item 6.

61

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1940 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1940, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Column (1). Enter in this column the names and addresses of the producers on the farming unit, as taken from columns (f) and (g) of Section II of SB-402. The names and addresses shall be printed. Two lines have been provided within each space, and wherever possible, the name should be entered on the first line and the address on the second.

Column (2). If the farming unit consists of only one tract, obtain entries for this column from column (h) of Section II of SB-402 opposite the names of the producers. If the farming unit consists of more than one tract, SB-405 should have been prepared and the entries for column (2) shall be obtained from column (7) of Section II of SB-405. The total of column (2) must equal 100.00.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 10 and 13 of Section III and the county committee must be certain that any entries which appear in such items have been circled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-412 (SR).

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the certifications in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not be signed, if the producer signs the original in such a manner that a facsimile of his signature appears on such copies.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the representations in Section I, to sign in the spaces provided therefor. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column (1) of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be traced.

Signatures should be handwritten, unless the producer customarily prints his name as a signature, in which event, such printed signature will be acceptable only if witnessed by a disinterested person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by a disinterested person, whose signature must be handwritten.

A married woman who signs an application must sign her given name rather than her husband's given name, as for example, "Mary Jones," rather than "Mrs. John Jones." An exception to this rule is made when a married woman signs an application in a fiduciary capacity, in which case she should sign her name as it is given in the authorization to act.

If any producer was, either directly or indirectly, a processor of sugar beets in 1940, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign his name in the space provided therefor exactly as it appears in column (1) of Section V. An envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is to be made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is certified the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the county committee to determine, in accordance with the instructions in effect under the

agricultural conservation program, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:

- (a) Section II, items (1) to (6), inclusive, (8), and (10).
- (b) Section III, items 1 to 4, inclusive, 7 and 8.
- (c) Section V, columns (1) and (2).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer(s) or because of their refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer(s) to sign. Such signed statement shall be attached to the application.

Submitting Forms to State Office. Before submitting applications to the State office each such form should be carefully checked to determine that:

- 1. All data have been correctly entered.
- 2. Any corrections have been properly initialed.
- 3. Each interested person has signed the application or there is a proper explanation as to why he has not done so.
- 4. All signatures of applicants are genuine and agree with their names as printed on the application.
- 5. A complete mail address is entered for each applicant who has signed the application.
- 6. The signature of a member of the county committee has been affixed in the space provided.

Applications shall be listed on Form SR-415, Transmittal Sheet, for submission to the State office and the following notation shall be entered in the heading of such Forms SR-415, "1939 Sugar Beet."

The original and all copies of the applications with inserted carbons intact shall be submitted to the State office. The county offices and producer's copies will be returned to the county office after computations have been made thereon, at which time the producer's copy shall be delivered to the farm operator-producer.

Applications suspended for correction should be listed on Forms SR-415, with regular applications when ready for resubmission to the State office rather than being listed on separate Forms SR-415.

## PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The notation "Supp." shall be entered following the serial number of the application.

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

#### HANDLING OF SUSPENDED APPLICATIONS

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

#### CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1940 sugar beet

program in accordance with the procedure set forth in SRC-301 and supplements thereto. Specifically, it should be noted that Standard Form 1055 (and not ACP-103) will be used under the sugar beet program for cases of death, disappearance and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.

Issued December 12, 1940

## INSTRUCTIONS FOR TRANSMITTING TO THE STATE OFFICE APPLICATIONS FOR PAYMENT UNDER THE 1940 SUGAR BEET PROGRAM

(For Use by County Committees)

Every effort should be made by the county committee to include, insofar as possible, all forms SB-410, Application for Payment - 1939 Sugar Beet Program, in the first transmittal of such forms to the State office. All applications for payment should be included except those which due to the necessity of mailing for signature or for other reasons, might cause considerable delay in the transmittal of completed forms.

### Regular Applications for Payment.

The minimum number of applications for payment which may be included in a transmittal and the number of transmittals which may be made shall be fixed by the State office.

When payment applications have been signed and certified by a member of the county committee and are ready for transmittal to the State office, RF-10 shall be prepared in accordance with the instructions on the reverse side of such form. All data on RF-10 shall be typed. Before the serial numbers of applications for payment being transmitted are entered in Section I of RF-10, such applications shall be arranged in serial number order.

The original and the first copy of applications for payment and the original and the first copy of RF-10 shall be forwarded to the State office. The county office copies of applications for payment shall be filed in the county office in serial number order. The county office copy of RF-10 shall be filed in the county office in sheet number order.

In the event an error is discovered in an application for payment after such application for payment has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum. Reference shall be made to the serial number of the application for payment and to the sheet number of RF-10 on which the application was listed.

## Supplemental Applications for Payment.

Transmittals of supplemental applications for payment shall be prepared in the same manner as transmittals of regular applications for payment except that the words "Supplemental Applications - 1940 Sugar Beet Program" shall be entered above the title of the form RF-10 in lieu of the words inserted in preparing transmittals of regular applications.

## Corrected Applications for Payment.

All data appearing on applications for payment will be carefully checked in the State office. Wherever possible, errors made by the county office on applications for payment will be corrected in the State office. Applications for payment which cannot be corrected will be returned to the county office for correction. After applications for payment have been checked in the State office a copy of RF-10 will be returned to the county office.

If an error on an application for payment is corrected in the State office, corrections will be made on both the original and the copy of the application for payment in the State office. RF-5 will be prepared in the State office and forwarded to the county office for each application for payment in connection with which a correction is made. Upon receipt of RF-5 for an application for payment, the county office copy of the applicable application for payment shall be corrected in accordance with the information shown on RF-5.

If an error on an application for payment cannot be corrected in the State office, the original and copy thereof will be returned to the county office, together with RF-4 indicating the error on the application for payment. The serial numbers of applications for payment which are returned to the county office will be listed in Section II of the copy of RF-10 returned to the county office. The applications for payment included in a transmittal which are not listed in section II of the copy of RF-10 returned to the county office may be considered approved by the State office.

When applications for payment which have been returned to the county office for correction are ready for return to the State office, such forms shall be listed on the same sheet of RF-10 with applications for payment of the same type (regular or supplemental) which are being transmitted to the State office for the first time. All applications for payment which are returned to the county office for correction shall be returned to the State office as soon as possible. If a new application for payment is prepared to replace the application for payment which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old application for payment the words "Replaced by corrected application for payment." Such words should also be entered on the county office copy of the old application for payment or such copy may be discarded.

# Adjustment Applications.

Applications for payment involving adjustments shall be forwarded to the State office together with a short letter or memorandum of transmittal and are not to be included on a transmittal sheet, RF-10.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING 1940 SUGAR BEET APPLICATIONS FOR PAYMENT IN STATE APPLICATION FOR PAYMENT SECTIONS IN THE NORTH CENTRAL REGION Ad 4 Sb Tho: 415 (NCE)

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### CONTENTS -

Intro	duc 1	tion	ı.		* *	. •		Genera	1
Part	I.	•				•		Record	S
Part	II .		•				Comp	putatio	n
Part	III.	. •	•				Exa	minatio	n
Part	IV.		•	• •	. I	aym	ent	Schedul	е
Part	V						, C	learanc	е

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in Application for Payment Sections in the State offices of the North Central Region in handling 1940 sugar beet applications for payment and related forms.

## QUESTIONS PERTAINING TO PROCEDURE

Members of the State committee and all persons in the Application for Payment Section who are to handle sugar beet applications should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the Sugar Act of 1937 and the 1940 Sugar Beet Program in the North Central Region.

Deviation from these instructions will not be permitted. Any question relative to the procedure to be followed in any case should be referred to the person in charge of the unit where the question arises, or to the person in charge of the Application for Payment Section if the person in charge of the unit is unable to satisfactorily answer the question. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Any entry which is made in the State office, in accordance with this procedure, must be made on both the original and the copy of the application. Whenever an entry is to be encircled in accordance with this procedure, it shall be encircled in such a manner that the entry will remain legible.

In the North Central Region the marketing of sugar beets under "individual test contracts" occurs only in the State of Nebraska. Other States in this Region shall not be concerned with the parts of the following procedure specified as being applicable to sugar beets marketed under "individual test contracts."

## CHANGES AND CORRECTIONS

No change or correction shall be made in any form used in connection with the 1940 Sugar Beet Program unless such change or correction is specifically authorized by these instructions. In making changes or corrections, except as otherwise authorized, draw a line

through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

### DEFINITION OF TERMS

As used herein, the following terms shall have the following meanings:

- 1. Application means SB-410, entitled "Application for Payment 1940 Sugar Beet Program."
- 2. 1940 Sugar Beet Program means the program under which payments are made with respect to the 1940 crop of sugar beets pursuant to the Sugar Act of 1937.
- 3. Transmittal means all applications which are transmitted from a county office to the State office at one time.
- 4. Lot means all applications, the serial numbers of which are listed on one sheet of RF-10.
- 5. Lot Number means the number assigned to a lot. Such number shall be the same as the sheet number of RF-10.
- 6. Suspended Case means an application which must be returned to the county office for correction or which cannot be approved without additional information.

## FORMS USED

Forms used in connection with the 1940 Sugar Beet Program will be referred to in these instructions by form number rather than by title. The numbers and titles of forms to be used in the Application for Payment Sections are as follows:

RF-1 - Record of Progress of Applications for Payment.

RF-2 - Report of Indebtedness.

RF-3 - Release of Lots and Suspended Cases.

RF-4 - Suspension Sheet.

RF-5 - Transmittal Correction Sheet.

RF-10- Transmittal Sheet for Transmittal of Applications for Payment to State Office.

SB-416-Rates of Commercially Recoverable Sugar,
Raw Value, Per Ton of Sugar Beets According to Sugar
Content at Time of Delivery to a Processor. (Applicable only to areas using "individual test" contracts.)

SB-467 - 1940 Sugar Beet Marketing Report.

SB-409 - Listing Sheet - 1940 Sugar Beet Program.

SB-410 - Application for Payment - 1940 Sugar Beet Program.

S-1-Revised - Public Voucher for Sugar Payments - Continuation Sheet.

S-2-Revised - Public Voucher for Sugar Payments.

S-3-Revised - Schedule of Disbursements (Sugar Payments).

#### FRACTIONS

Except as provided herein, entries on the application must be expressed as follows: All acreage and tonnage figures and entries representing hundredweights (cwt.) of sugar (except the entry in item 5 of Section III) must be expressed in tenths: the percentage entries in item 4 of Section III and in column (2) of Section V, and all amounts of money must be expressed in hundredths, and the entry in item 5 of Section III must be expressed in thousandths. The entries in column (2) of Section V of an application may be expressed in thousandths if the entry in item 14 of Section III of such application is in excess of 3000.0 unless such entries can be accurately expressed by fewer decimal places. All computations must have been carried to two decinal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they shall be dropped. and if such digits amount to "51" or more, the last required decimal place shall be increased by "1." For example, if the result of a computation

- (a) 8.4750, enter 8.47
- (b) 8.4751, enter 8.48.

### PART I. RECORDS UNIT

Forms SB-410 must be received in duplicate (original and one yellow copy.)

- I. <u>Instructions to Receiving Clerks</u>.
  - 1. When Forms SB-410, together with the copies thereof, and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
    - a. Enter in the space provided therefor in the upper right-hand corner of RF-10 the date of receipt of such form.
  - 2. When Forms SB-410 accompanied by RF-10 are received, two clerks working together shall check the serial numbers on Forms SB-410 against the serial numbers on RF-10. Enter a check mark (√) to the right of each serial number on RF-10 for which there is included in the transmittal an SB-410 with a corresponding serial number.
    - a. If an SB-410 is received and the serial number of such form is not listed on RF-10, enter such serial number in Section I of RF-10. Make such entry on the appropriate sheet of RF-10. Correct the total in the last line of Section I of such sheet. Initial all such corrections. When such corrections are made on RF-10, prepare RF-5.

- b. If an SB-410 is missing for a serial number which is listed on RF-10, draw a line through such serial number. Correct the total in the last line in Section I of RF-10. Initial all such corrections. When such corrections are made on RF-10, prepare RF-5.
- c. If the State and county code has not been entered on an SB-410, make such entry. If a serial number has not been entered on an SB-410, enter such serial number if it can be obtained from RF-10 or from SB-409. If such serial number cannot be determined, prepare and attach RF-4 to such SB-410.
- d. After all corrections have been made on RF-10 and after RF-5 has been prepared, transmit RF-5 to the Clearance Unit.
- 3. The county offices have been instructed in SB-413 (NCR-Supplement 1) with respect to handling cases involving producer-applicants who are indebted to the United States Government. Forms SB-410 need not be checked against the Register of Indebtedness if the State committee is reasonably certain that the county offices are handling this work properly. If the State committee determines that the names of all producer-applicants shall be checked against the Register of Indebtedness in the State office, Form RF-2 shall be prepared and attached to the application if the name of the applicant is the same or similar to that of a person whose name is on the Register of Indebtedness and no set-off against the payment for such person is shown on the application, if Form RF-2 is not already attached to the application.
- 4. Forms SB-410 shall be separated into lots. Each lot shall include the Forms SB-410, the serial numbers of which are listed on one sheet of RF-10. Both receiving clerks shall then sign and enter the date in the spaces provided therefor in Section III of each sheet of RF-10 and release the transmittal to the Record Clerk.
  - a. The appropriation against which payments to producers under the 1940 Sugar Beet Program will be charged is available until July 1, 1942. Therefore, it will not be necessary that sugar beet applications received in the State office after July 1, 1941, have entered thereon the date of filing in the county office. Likewise it will only be necessary that applications filed in the county office on or after July 1, 1942, be scheduled in separate lots from applications filed prior to that date.
- 5. Forms RF-10 marked "Supplemental Applications 1940 Sugar Beet Program" shall be handled by the receiving clerk in the same manner as transmittals of regular applications.

## II. Instructions to Record Clerk.

- 1. Before any Forms SB-410 are received in the Records Unit, prepare an RF-1 for each county agricultural conservation association in the State from which Forms SB-410 will be received, as follows:
  - a. Enter in the spaces provided therefor in the upper right-hand corner of page 2 of the form the State and county code and the name of the county.
  - b. Enter in the space provided for the name of the program the words "1940 Sugar Beet."
  - c. Enter in the space following the word "Forms" the symbol "SB-410."
- 2. Upon receipt of a transmittal of Forms SB-410 accompanied by RF-10 from the receiving clerk
  - a. Enter in column (1) of RF-1 the lot numbers of the lots in such transmittal. The sheet number at the top of RF-10 shall be the lot number.
  - b. Enter in column (m) of RF-1 the date of receipt of Forms SB-410 which may be found in the upper right-hand corner of RF-10.
  - c. Enter in column (n) the number of Forms SB-410 in each lot. Immediately below the last entry in column (n) for a transmittal, enter in red pencil the total of the entries in column (n) for such transmittal.
- 3. When a second or subsequent transmittal is received, determine that the sheet number of the first sheet of RF-10 in such transmittal is the next consecutive number after the last number previously listed on RF-1 for such county. If a number has been omitted, for example, if the last number entered is "8" and the number of the first sheet in the next transmittal is "10," do not change the sheet numbers on the transmittal just received. In such case prepare RF-4 indicating thereon the nature of the discrepancy in sheet numbers and send RF-4 to the Clearance Unit.
  - a. If the words "Supplemental Applications 1940 Sugar Beet Program" have been entered above the title of one of the sheets of RF-10 in a second or subsequent transmittal, make entries on RF-1 for such RF-10 in green pencil. Do not include the green pencil entries in column (n) in the total for such column.
- 4. Sign and enter the date in the spaces provided therefor in Section III of each sheet of RF-10 and place the sheets

of RF-10 on top of the Forms SB-410 for the appropriate lots. Place the copies of RF-10 in a folder and file such folder in a file to be known as the "Control Record."

- 5. Prepare RF-3 and release the Forms SB-410, together with the original of RF-10, and the copy of RF-3 to the Computation Unit. File the receipted copy of RF-3 in the Control Record.
  - a. Transmittals of "Supplemental Applications" shall be released directly to the Clearance Unit and the RF-3 prepared in connection therewith shall indicate "Clearance Unit" in lieu of the words "Computation Unit."
- 6. Each unit which releases a transmittal of Forms SB-410 will prepare an original and one or more copies of RF-3. A copy of RF-3 will be forwarded to the unit receiving the transmittal and the original of RF-3 will be forwarded to the record clerk.
  - a. Upon receipt of Form RF-3 indicating the release of the lots of SB-410 by the Computation Unit, file the receipted copy of such RF-3 in the Control Record. Upon receipt of the RF-3 indicating the release of the lots of SB-410 by the Examination Unit, the RF-3 showing the release of the lots will indicate the number of suspensions. In such case enter in column (o) of RF-1 the number of suspended cases.
  - b. Upon receipt of RF-3 indicating the release of applications by the Payment Schedule Unit.
    - (1) Enter in column (p) of RF-1 the date of release of such lots to the General Accounting Preaudit Office.
    - (2) Enter in column (q) the number of Forms SB-410 released to the General Accounting Preaudit Office. This number may be obtained from RF-3 and may be verified by subtracting from the entry in column (n) of RF-1 the entry in column (o).
  - the General Accounting Preaudit Office, the original of RF-10 will be released to the record clerk. Enter in Section II of the copy of RF-10 the serial numbers of Forms SB-410 which were suspended in the State office and forward such copy to the county office. File the original of RF-10 in the control record in place of the copy of such form.

- 7. If any of the cases included in a lot of Forms SB-410 are suspended by the General Accounting Preaudit Office, such cases will be returned to the State office accompanied by the original and two copies of a preaudit difference statement.
  - a. Enter the serial numbers of such suspensions in Section IV of RF-10 and when all suspensions from a lot have been received, enter the total number of such suspensions in the last line of Section IV of RF-10 and also in column (r) of RF-1.
  - b. Release the second copy of each preaudit difference statement to the State accountant and forward the original and first copy of such preaudit difference statement together with the suspended SB-410 to the Clearance Unit.
- 8. If a Form SB-410 is suspended by the Application for Payment Section and it is later determined that such suspension is unwarranted or if the reason for suspensions is removed in the State office, the case shall be handled in the same manner as unwarranted suspensions under the agricultural conservation program. The lots in which such suspension will be handled will be assigned numbers in the "300" series. A copy of RF-10 prepared for such lots shall be forwarded to the county office when such lots are released to the General Accounting Preaudit Office.
- 9. When any Forms SB-410 which were suspended by the General Accounting Preaudit Office are cleared, such cases will be forwarded to the Record Clerk together with the original and a copy of the preaudit difference statement.
  - a. Prepare RF-10 and make entries on RF-1 for such cases in the same manner as for similar cases under the agricultural conservation program. The lot numbers to be assigned shall be numbered in the "500" series. The number of such cases shall not be included in the total of column (n) but shall be included in the total of column (q).
- 10. When a transmittal of Forms SB-410 is approved by the General Accounting Preaudit Office, such transmittal will be forwarded to the Regional Disbursing Office. When checks are issued by the Regional Disbursing Office, a copy of S-3, Revised, accompanied by a copy of S-1, Revised, will be received by the Record Clerk.
  - a. Upon receipt of such form enter in column (s) of RF-1 the Disbursing Office voucher number under which such checks were issued and enter in column (t) of RF-1 the dates such checks were issued.

- b. Forward a copy of S-3, Revised, and S-1, Revised, to the State accountant.
- 11. The regular report submitted to the Director of the North Central Division on Form NCR-331 as of the tenth, twentieth, and last day of each month shall include the following information relative to the 1940 Sugar Beet Program:
  - a. The number of Forms SB-410 received.
  - b. The number of Forms SB-410 suspended in the APS.
  - c. The number of Forms SB-410 released to the General Accounting Preaudit Office, including resubmittals.
  - d. The number of Forms SB-410 suspended by the General Accounting Preaudit Office.

In obtaining these data the "supplemental" applications are not to be included in any of the above items. All other items are to be obtained in the manner outlined in NCR-423, Part XIV, for preparation of the regular report.

## III. Instructions to File Clerks.

1. Then the copies of SB-410 are returned by the Examination Unit, stamp such copies "Original forwarded to the General Accounting Preaudit Office" and file such copies in serial number order by county. Such file shall be entitled "1940 Sugar Beet Program."

#### PART II - COMPUTATION UNIT

#### CLERKS

The personnel of the Computation Unit shall consist of computing clerks who shall use red pencil.

#### ERRORS AND CORRECTIONS

Any error which affects the amount of payment due under the application shall be corrected by deleting the incorrect entry in a manner which will leave the original entry legible, and by entering the correct entry in the nearest available space. All corrections must be made on both the original and the copy of the form on which the error appears. Prepare and attach RF-5 to every case in connection with which a correction is made.

- I. Instructions to Computing Clerks for Verifying Computations on SB-410.
  - 1. Section II Required Farming Practices.
    - a. Verify the entries in item (7), columns (a) and (b) by adding the entries in items (1) to (6), inclusive, for such columns.
    - b. If an entry appears in item (8) (b), the entry in item (9) (b), must equal the result obtained by subtracting from the entry in item (7) (b), the entry in item (8) (b).
    - c. If an entry appears in item (10) (b), verify item (11) (b), by multiplying item (10) (b) by .75.
    - d. Verify the entry in item (12) by adding item (7), column (a), and the smaller of items (9) (b) and (11) (b).
  - 2. Section III Computation of Payment. The symbol "xx" should appear in any item where the amount to be entered is zero, or where the item is inapplicable.
    - a. Verify item 5 as follows:
      - (1) If an entry appears in item 4(a), make no computation of item 5.
      - (2) If an entry appears in item 4(b), the entry in item 5 should be verified by multiplying item 4(b) by .1946.
    - b. Verify item 6 by multiplying item 3 by item 5.
    - c. Verify item 9 by multiplying item 7 by item 8.
    - d. Verify item 10 by dividing item 9 by 3.0.
    - e. Verify item 11 by multiplying item 2 by item 7.
    - f. Verify item 12 by multiplying item 11 by 0.80.
    - g. Verify item 13 by subtracting from item 12 the entry in item 6.
    - h. Verify item 14 by obtaining the sum of item 6 and the unencircled entries in items 10 and 13.
    - i. If the entry in item 14 is 10,000 or less, verify item 15 by multiplying item 14 by \$0.60. If the entry in item 14 is over 10,000, a computation

schedule in the following form should be attached. If no schedule is attached when required, prepare two copies of such schedule in accordance with the following instructions. Attach one copy to the original and the other to the copy of SB-410.

COMPUTATION SCHEDULE
1940 Sugar Beet Program

(State and County Code and Serial No.)

	Maximum quantity for payment at each rate (cwt.)	Smaller of Columns 1,& 2 (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	. (5)
Total x x x	10,000 20,000 90,000 120,000 360,000 x x x x x x	xxx	\$0.60 \$0.55 \$0.525 \$0.50 \$0.475 \$0.30 x x x x	\$P \$P \$P \$P \$P \$P \$P

- j. Verify the entries and computations on such attached table as follows:
  - (1) The entry on the first line of column (1) should be the total production shown on SB-410, Section III, item 14. The entry on the second line of column (1) should be the result obtained by subtracting from the entry in the first line of column (1), the entry in the first line of column (2). The entry in the third line of column (1) should be the result obtained by subtracting from the entry in the second line of column (1), the entry in the second line of column (2), etc.
  - (2) The entries in column (3) should be the smaller of the entries on the same lines in column (1) and column (2).
  - (3) The entry, if any, in the sixth line of column (3) should be the entry, if any, in the sixth line of column (1).

- (4) The entries in column (5) should be the product of entries in column (5) times the rates on the corresponding lines in column (4).
- (5) Verify the total of the entries in column (5). This amount should be the amount entered in SB-410, Section III, item 15.
- k. Request the supervisor of the Computation Unit to verify the rate of deduction for county association expenses for the county shown in item 16 following the words "deduction of."
- 1. Determine that item 16 is equal to item 15 multiplied by the percentage obtained by subtracting from 100 percent, the rate of deduction for county association expenses.

## 3. Section V - Distribution of Payments to Producers.

- a. Determine that the total of column (2) is exactly 100.00.
- b. Verify the entries in column (3) by multiplying the entry in Section III, item 16, by each percentage entered in Section V, column (2).
- c. If a producer is indebted to the United States
  Government the name of the governmental agency to
  which he is indebted, and the amount of the indebtedness will have been entered immediately below
  the name of the producer in column (1) and the producer's share of the payment computed under the
  application and entered in column (3) opposite the
  name of the producer-debtor will have been encircled.
  - (1) If the amount of the producer's payment is more than the amount of the indebtedness,
    - (a) Determine that the amount of the indebtedness has been entered in column (3) opposite the name of the governmental agency in column (1).
    - share of the payment has been encircled and that an amount obtained by subtracting from such encircled entry, the amount of the indebtedness, has been entered immediately above such encircled entry.
  - (2) If the amount of the producer's payment is <u>less</u> than the amount of the indebtedness,

- (a) Determine that the amount of the producer's share of the payment computed for the farm has been entered in column (3) opposite the name of the governmental agency in column (1).
- (b) Determine that the amount of the producer's share of the payment has been encircled and that zero (0) has been entered immediately above such encircled entry.
- d: Check the sum of the <u>unencircled</u> entries in column (3). Except for differences due to the rounding of fractions this sum must agree with the entry in Section III, item 16. Differences due to the rounding of fractions may be disregarded and the total of column (3) will be accepted as correct.
- 4. Upon completion of the work in connection with the verification of the computations on SB-410, sign and enter the date in Section III of RF-10 and release the lot to the person designated to release transmittals of Forms SB-410.

### III. Instructions for Release of Transmittals of Forms SB-410:

1. Prepare RF-3 and release all Forms SB-410 in the transmittal together with the first copy of RF-3 to the Examination Unit. Obtain the signature of a representative of the Examination Unit in the space provided on the original RF-3 and send the original RF-3 to the record clerk in the Records Unit.

#### PART III - EXAMINATION UNIT

#### CLERKS

The personnel of the Examination Unit shall consist of examination clerks and checking clerks who shall use blue pencil.

## ERRORS, CORRECTIONS, AND OMISSIOMS.

When an entry on an application is found to be incorrect and such entry cannot be corrected in accordance with this procedure, place an "X" above and to the right of such entry and complete the check of all other entries on the form. Prepare and attach RF-4 to such form, indicating therein the nature of the error. If an error is corrected in accordance with these instructions the clerk making the correction shall initial the correction and shall prepare RF-5 showing the correction made on the form. When the entries on all forms in the lot have been checked the RF-5 containing notice of a

correction shall be removed from the form which has been corrected, provided such form has not been suspended. When RF-5 is removed such form shall be transmitted to the Clearance Unit.

In examining an application, the duplicate copy as well as the original must be examined to determine that they are in agreement, except that:

- 1. Any properly initialed corrections appearing on the original which have not been entered by the county committee on the copy shall be entered on the copy in the State office and initialed by the clerk making such corrections. The county committee should be notified to make such corrections on the county office copy of the application.
- 2. Signatures appearing in Sections I, IV, and VI of the original need not have been entered on the copy.
- 3. Dates appearing in Sections I and IV of the original but not on the copy shall be entered on the copy and initialed by the clerk making such entry.

## IMITIALS

A correction in any of the following items must have been initialed by the county committeeman who signed in Section VI.

- 1. Section II, items (1) to (6), inclusive, and items (8) and (10).
- 2. Section III, items (1) to (4), inclusive, and items (7) and (8).
- 3. Section V, columns 1 and 2.

Corrections in any other items need not have been initialed.

Any error which affects the amount of the total or net payment or any producer's share of the net payment due under the application whether such error increases or decreases the amount of payment, shall be corrected in the State office. If such correction is made in any of the items listed in the preceding paragraph, the application must be returned to the county committee for initialing. A correction made in any other item will not necessitate suspension. However, the county committee shall be notified on RF-5 that such correction has been made.

# SIGNATURES ....

Determine that the signatures of applicants have been affixed and agree substantially with the printed names of such applicants in accordance with the instructions with respect to signatures contained in NCR-423, Part XII, Section II. If the signature of the applicant is acceptable but not in the style that should appear on the check, bracket that por-

tion of the signature which should not appear on the check or print the name of the applicant on a slip of paper in the proper form and staple such slip of paper over the printed name of such producer in Section V of SB-410.

The date of signing should be entered opposite each signature. However, the absence of the date of signing will not be a sufficient reason for suspension of the application unless the application will not be transmitted to the General Accounting Preaudit Office until July 1, 1942, or later. In such instances the date of signing must be the same or prior to the date of filing in the county office.

### CERTIFICATION OF ABANDONMENT AND DEFICIENCY AREA

Before applications from a county are approved on which it is indicated that payments with respect to abandoned acreage or deficiency of oroduction are included in the total payment, there must be on file in the State office a certification from the county committee designating the entire county or a local producing area within the county as an abandonment or deficiency area. If such certification is not on file when applications are received in the State office the lot or lots should not be held in the A.P.S. pending receipt of such certification.

## I. Instructions for Examination of Forms SB-410.

- 1. Determine that the following data appear in the upper right-hand corner of SB-410.
  - a. The State and county code and serial number.
  - b. The name of the operator-producer.
  - c. The name of the beet sugar factory.
  - d. If the application will not be submitted to the General Accounting Preaudit Office before July 1, 1942, the date the application was filed in the county office must be entered.
- 2. Determine that no deletions or alterations have been made in any of the printed matter appearing on SB-410.
- 3. Determine that the signatures of the producers in Section I are in the same style as the names of such producers in Section V in the spaces provided therefor.
  - (a) If any person designated as a "Receiver" appears as a producer in Section V, the amount entered opposite such name in column (3) of Section V should be encircled even though a corresponding signature appears in Section I of SB-410.

- 4. Make the following determinations with respect to Section IV.
  - a. If there was any producer on the farm in 1940 who was also, either directly or indirectly, a processor of sugar beets in 1940, the name of the sugar company with which such producer was connected will appear on the second line and the signature of the producer-processor will appear in the space provided.
  - b. Whenever either the name of the sugar company or the signature of a producer-processor appears, the other must also appear.
  - c. The producer-processor must also have signed in Section I, and both signatures must be in the same style.

Note: Pending further advice from the North Central Division, action with respect to all applications which have been signed by producer-processors shall be withheld.

- 5. Make the following determinations with respect to Section V:
  - a. Determine that the address of each producer, or debtor other than the A.A.A. whose name appears in column (1), has been entered.
  - b. Determine that a percentage share has been entered in column (2) for each producer whose name appears in column (1).
    - (1) Percentage entries must be expressed in hundredths except in cases where the entry in SB-410, Section III, item 14, is in excess of 3000.0 in which case such entries may be expressed in thousandths.
  - c. If the name of a producer appears in column (1) and the signature of such producer does not appear in Section I, there must be attached an explanation signed by a member of the county committee showing the reason for the failure of such producer to sign.
    - (1) The person designated by the State committee shall determine the acceptability of the explanation, and if such explanation is not acceptable, the application shall be suspended. If no explanation is submitted, the application likewise shall be suspended.

- (2) Encircle the amount appearing in column (3) opposite the name of such producer.
- (3) Encircle the total of column (3) and enter immediately above, or to the right, the correct total of the unencircled amounts in such column.
- d. If an RF-2 prepared by the county committee is attached to the application, refer the case to the person designated by the State committee for the purpose of determining whether the reason for not making the set-off is acceptable. Suspend the application if the reason for not making a set-off is found not to be acceptable.
- e. Prepare and attach RF-4 to each application on which a set-off is shown, unless such set-off is in favor of the Commodity Credit Corporation, Farm Credit Administration, or Farm Security Administration, or is in favor of the Agricultural Adjustment Administration because of a Crop Insurance Premium Advance or a Grant of Aid.

# 6. Section II - Required Farming Practices.

- a. One or more entries must appear in items (1) to (6), inclusive.
- b. An entry must appear in item (7) (a), and may appear in item (7) (b).
- c. The entry in item (12) must equal or exceed the entry in item 1 of Section III.
- 7. Make the following determination with respect to Section III:
  - a. Determine that there is an entry in item 1.
  - b. Determine that the entry in item 2 does not exceed the entry in item 1.
  - c. Determine that no entry has been made in item 4(a) except for producers in factory districts in Nebraska where sugar beets are marketed under "individual test" contracts. If the sugar beets were marketed under "individual test" contracts, determine that the entry in item 5 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-416 for sugar beets of the sugar content entered in item 4(a).

- d. The entry in item 4(b) must be the same for all applications bearing the same factory name in the upper right-hand corner.
- e. Determine that the normal yield of commercially recoverable sugar per acre entered in item 7 agrees with the entry for such farming unit, as entered in column (41) of SB-409, Listing Sheet-1940 Sugar Beet Program.
  - (1) Enter a check mark (✓) to the left of the serial number in column (1) of SB-409 for all approved applications in the lot.
  - (2) If an application is received for which a check mark has been previously entered, determine that such application is not a duplicate.
- f. There must appear in item 8 the number of abandoned acres, if any, approved by the county committee for an abandonment payment.

Note: If the county committee has approved part (but not all) of the abandoned acreage for an abandonment payment, two entries should appear in item 8, the unapproved acreage encircled and the approved acreage not encircled. The sum of the two entries and the entry in item 2 must equal the entry in item 1.

- (1) Such entry plus the entry in item 2 must not exceed the entry in item 1.
- (2) Where an abandonment payment has been approved by the county committee, as evidenced by an unencircled entry in item 10, the cause of the abandonment must have been entered in the space provided beneath item 8. The cause must be drought, flood, storm, freeze, disease, or insects. If any other cause has been entered, suspend the application, even though such entry is comparable to one of the six causes named, as for example, "hail," or "grasshoppers."
- g. Where a deficiency payment has been approved by the county committee, as evidenced by an unencircled entry in item 13, the cause of the deficiency must have been entered in the space provided beneath item 13. Such cause must be drought, flood, storm, freeze, disease, or insects. If any other cause has been entered, the application must be suspended.
- h. If the farming unit has not been approved for an abandonment or deficiency payment, determine that the entry in item 14 is the same as the entry in item 7.

## 8. Section VI - Certification of County Committee.

The certification must have been signed on behalf of the county committee.

- 9. Sign and enter the date in the space provided in Section III, of RF-10.
- 10. Upon completion of the examination of all applications in the lot, release the lot to the person designated to release transmittals of Forms SB-410.

# II. Instructions for the Release of Transmittal of Forms SB-410.

- 1. Enter in Section II of RF-10 for each lot the serial numbers of the suspended cases in such lot, and the serial numbers of the cases to which RF-2 has been attached. Enter the total number of cases listed in Section II in the space provided therefor, and prepare RF-3 in triplicate.
- 2. Release all suspended cases in the transmittal together with the second copy of RF-3 to the Clearance Unit.

  Obtain the signature of a representative of the Clearance Unit in the space provided on the original RF-3.
- 3. Separate the originals of all approved Forms SB-410 from the yellow copies (SB-410a).
- 4. Release the originals of all approved Forms SB-410 with the first copy of each RF-3 and RF-10 to the Payment Schedule Unit. Obtain the signature of a representative of the Payment Schedule Unit in the space provided on the original RF-3 and release the copies of the approved Forms SB-410 and the original RF-3 to the record clerk in the Records Unit.

## PART IV. PAYMENT SCHEDULE UNIT.

### CLERKS

The personnel of the Payment Schedule Unit shall consist of adding clerks, typists, and review clerks.

In addition to payments to applicants there will be scheduled in the Payment Schedule Unit in the regular flow of work, set-offs in favor of the Commodity Credit Corporation, Farm Credit Administration, Farm Security Administration; and set-offs for Grants of Aid and for Crop Insurance Premium Advances. All other types of set-offs will be handled in the Clearance Unit.

## I. Instructions to Adding Clerks.

- 1. Prepare a pencil copy of Form S-2-Revised, as follows:
  - a. Enter zero in the last line of the certification following the words "are unknown aggregate \$ ."
  - b. Enter in the sixth line of the certification opposite the words "the amounts aggregating" the sum of the unencircled totals of column (3), Section V of all Forms SB-410 in the lot.
  - c. Enter in the sixth line of the certification after the words "rate of," the rate of deduction for county association expense as shown in Section III, item 16, of SB-410 for all applications in the lot.
  - d. Enter in the fifth line of the certification opposite the words "expenses totaling," the amount being deducted as county association expense which shall be determined as follows:
    - (1) Determine the "association expense factor" by subtracting the county rate of deduction shown in the sixth line of the certification from 100 percent and dividing this result into such county rate. This factor shall be expressed in decimals carried to five places. For example, assuming the county expense rate for a county is 1.2%, the factor will be 0.01214.

100% - 1.2% equals 98.8% 1.2% divided by 98.8 equals 0.01214.

- (2) Multiply the entry in the sixth line of the certification opposite the words "the amounts aggregating" by the factor obtained in (1) of this subparagraph (d), and enter the result opposite the words "expenses totaling" in the fifth line of the certification on Form S-2, Revised.
- e. Enter in the fourth line of the certification opposite the words "amounts aggregating" the total obtained by adding the amounts obtained in (b) and (d) of this paragraph 1.
- 2. Obtain and verify the following totals which shall be entered on a slip of paper to be attached to RF-10.
  - a. The number of applications in the lot.

- b. The number of payees for each lot (in determining the number of payees, count the entries other than zero in column (c) of Form S-1-Revised, including any entry at the bottom of the form opposite the words "Treasurer of the U. S.").
- c. The total of the net payments for the lot (add the payments to applicants and the set-offs in favor of governmental agencies). Payments to applicants and governmental agencies will be found in Section 5, column 3, of Form SB-410.
- 3. Upon receipt of a set of Form S-3-Revised, accompanied by Forms S-1-Revised, and S-2-Revised, obtain totals for the "Form 1096" column of S-1-Revised, and for the columns entitled "Gross Amount," "Deduction," and "Net Amount Due," on S-3-Revised. Release the set of Forms S-3-Revised to the typist.

## II. Instructions to Typists.

- 1. Prepare Form S-1-Revised, as follows:
  - a. Prepare Form S-1-Revised, in quintuple, original on S-1-Revised, (white), and four copies on S-la-Revised, (yellow).
  - b. Enter in the space following the word "State," the name of the State as shown on RF-10.
  - c. Enter in the space following the word "County," the name of the county shown on RF-10.
  - d. Enter in the space following the words "Administrative No." the State and county code followed by the lot number shown on RF-10.
  - e. Enter in the space following the words "Sheet No." the number of the sheet which is being prepared, and enter following the word "of," the total number of sheets of Form S-1-Revised, required to list data for all approved applications in the lot.
  - f. Enter in column (a), the serial numbers of all approved Forms SB-410 in the lot. Repeat the serial number for each payee who is being paid under the same application.
  - g. If no deductions have been made on the application for indebtedness to an agency of the United States Government -

- (1) Enter in the left one-half of column (b), the names and addresses of those producers listed in Section 5 of SB-410, opposite whose names an unencircled entry appears in column (3).
- (2) Enter in column (c) the amount of payment to the applicant.
- h. If deductions have been made on an application because of indebtedness to the Commodity Credit Corporation, Farm Credit Administration, or Farm Security Administration -
  - (1) Enter in the left one-half of column (b) the name and address of the applicant.
  - (2) Enter in column (c) the amount of the payment to the applicant, if any.
  - (3) Enter in column (b), below the name and address of the applicant, the words "Treasurer of the U. S., c/o (name of governmental agency), (address), Indebtedness of (name of debtor), Account No. (account number of debtor, if known).
  - (4) Enter in column (c) opposite the words "Treasurer of the U. S." the amount of the set-off.
- i. If deductions have been made on an application because of a 1939 or 1940 Crop Insurance Premium Advance, or a 1939 or 1940 Grant of Aid -
  - (1) Enter the words "Form 1096" in the heading of column (b) immediately to the left of column (c).
  - (2) Enter in column (b) the name and address of the applicant.
  - (3) Enter beneath the words "Form 1096" and on the same line on which the applicant's name is entered, the amount to be set-off. The amounts to be set-off shall be properly identified by footnotes such as

"1292215(21).031 C & UALRDA, 1939 (AAA) (Conservation payments), 1939 CIP Adv." 1940 (AAA) (Conservation payments),

"1202215(21).031 C & UALRDA, 1940 (AAA) (Conservation payments), 1940 CIP Adv."

"1212215(21).031 C & UALRDA, 1941 (AAA) (Conservation payments), 1940 Grant of Aid."

- (4) Enter in column (c) the amount of the payment to the applicant.
- (5) Enter in column (b), beneath the name of the last payee in the lot, the words "Treasurer of the U.S." Enter opposite such words in the "Form 1096" column, the schedule number of the Form 1096 on which the set-offs are scheduled, and enter in column (c) on the same line, the total of all amounts listed in the "Form 1096" column.
- 2. Prepare Form S-2-Revised, as follows:
  - a. Using the pencil copy of Form S-2-Revised, as a guide, prepare Form S-2-Revised, in triplicate, original on S-2-Revised, (white) and two copies on S-2a-Revised, (yellow).
  - b. Enter the administrative number in the upper right-hand corner of the form. Obtain this number from Form S-1-Revised.
  - c. Enter following the word "Appropriation," under the title of the form, the symbol and title of the appropriation which will be charged. Appropriation "121/32205(21).3-Administration of Sugar Act of 1937, Department of Agriculture, 1941-42 (AAA) (Payments to Producers)" will be entered when scheduling 1940 Sugar Beet applications filed in the county office prior to July 1, 1942.
  - d. Enter after the word "Office" the name of the office in which the form is being prepared. For example, if the form is being prepared in the State office in Michigan, enter the words "Michigan State Office."
  - e. Enter after the words "Prepared At" the name of the city and State in which the form is being prepared.

- f. Enter on the line beneath the words "Persons named on attached continuation sheet (payees)," the name of the first payee shown on the first sheet of the set of Forms S-1-Revised, for the lot, followed by the phrase "et al" if there is more than one payee listed on Form S-1-Revised.
- g. Enter data in the certification as follows:
  - (1) Enter on the first line the numbers of the first and last payes of Forms S-1-Revised, for the lot.
  - (2) Complete the year in the third line of the certification by entering "40" therein.
  - (3) Enter on the remaining lines the amounts entered in corresponding lines of the pencil copy of Form S-2-Revised.
  - (4) Enter in the blank space immediately above the word "Date," the number of applications scheduled for payment on Form S-1-Revised, for the lot.
  - (5) Enter in the space to the left of the space for the signature of the certifying officer the word "Payees" followed by the total of the amounts in column (c) of Form S-1-Revised, exclusive of the amount on the last line opposite the words "Treasurer of the U. S."
  - (6) Enter immediately below the word "Payees," the words "Form 1096" and enter beneath the amount entered opposite the word "Payees" and on the same line as the words "Form 1096," the amount shown on the last line in column (c) of S-1-Revised, opposite the words "Treasurer of the U. S."
  - (7) Enter immediately below the words "Form 1096," the word "Total" and to the right of the word "Total," enter the sum of the amounts following the words "Payee" and "Form 1096." This total should be the same as the total in column (c) of Form S-1-Revised.
  - (8) Enter the title of the certifying officer and the date in the spaces provided therefor.
- 3. After a set of Forms S-1-Revised, and S-2-Revised, have been completed, prepare Form S-3-Revised, in septuple (original and six copies) in accordance with the instructions for the preparation of ACP-22, set forth in Part

III of APS-1, except that the bureau schedule number assigned to Forms S-3-Revised, will begin with "SB-1-40" and continue with "SB-2-40," etc.

- 4. After Forms S-1-Revised, S-2-Revised, and S-3-Revised, have been completed for all lots in the transmittal, prepare Standard Form 1096 in nonuple (original and eight copies) if deductions have been made on any application for a 1939 or 1940 Grant of Aid, or for a 1939 or 1940 Crop Insurance Premium Advance.
  - a. The entries in the heading of Form 1096 and the entries for bureau vou her numbers shall be made in accordance with instructions in APS-1.
  - b. Enter in the column headed "Appropriation and/or fund to be credited," opposite the appropriate bureau voucher number, the symbol and title of the appropriation to be credited with the amount of the set-off. The appropriations to be credited are -

1939 Grant of Aid 1202215(21).031 C&UALRDA,
1940 (AAA) (Conservation Payments).
1939 Crop Insurance Premium Advance 1292215(21).031 C&UALRDA,
1939 (AAA) (Conservation Payments).
1940 Grant of Aid 1212215(21).031 C&UALRDA,
1941 (AAA) (Conservation Payments).
1940 Crop Insurance Premium Advance 1202215(21).031 C&UALRDA,
1940 (AAA) (Conservation Payments).

The words "Treasurer of the U. S." are not to be entered on Form 1096.

- (1) If an appropriation is being credited because of set-offs for crop insurance premium advances, or for grants of aid, a reference such as "1939 CIP Adv." or "1939 Grant of Aid" shall be entered beneath the symbol and title of the appropriation.
- (2) If an appropriation is being credited because of set-offs for both crop insurance premium advances and grants of aid, an identification of each of such items together with the amount set off for each shall be entered beneath the symbol and title of the appropriation.

- c. Enter in the "Amount of deduction" column the amount to be credited to the appropriation, the symbol and title of which is entered in the "Appropriation and/or fund to be credited" column.
- d. Standard Form 1096 shall be completed in accordance with instructions in APS-1.
- e. If set-offs for more than one voucher are listed on one set of Form 1096, the symbol and title of each appropriation to be credited should be listed once, the amounts to be credited to such appropriation for each voucher shall be listed in voucher number order below such appropriation, and the total amount to be credited to the appropriation for all vouchers will be shown in the "Amount of deduction" column.
- 5. All Forms S-1-Revised, S-2-Revised, S-3-Revised, and 1096 shall be reviewed to insure accuracy.

### III. Instructions to Review Clerks.

- 1. Verify Form S-1-Revised, as follows:
  - a. Verify the name of the State and the name of the county on S-1-Revised, by checking against the corresponding data on RF-10.
  - b. Verify the administrative number on a set of Forms S-1-Revised, by checking such administrative number against the State and county code and lot number on RF-10.
  - c. Verify the serial numbers, names and addresses, and amounts to be paid to producers, and the entries in connection with set-offs as shown in columns (a), (b), and (c) against the data shown on Forms SB-410.
  - d. Check the last serial number (or name) on each set of Form S-1-Revised, against the first serial number (or name) on the next succeeding sheet to determine that such entry has not been duplicated. If an entry has been duplicated, draw a line through such entry on Form S-1-Revised.
  - e. Verify the total of column (c) for all sets of Form S-1-Revised, prepared for one lot by adding the individual entries in such column.
  - f. The clerk verifying the data on Form S-1-Revised shall sign in the space provided in the lower right-hand corner of the form.

# 2. Verify Form S-2-Revised, as follows:

- a. Determine that the entry in the sixth line of the certification is equal to the total of column (c), Form S-l-Revised.
- b. Verify the other entries on Form S-2-Revised, following the instructions to adding clerks and typists for the preparation of such form.
- c. Release the sets of Forms S-1-Revised, and S-2-Revised, to the typist for the preparation of Form S-3-Revised, and Form 1096.

#### 3. Verify Form S-3-Revised, as follows:

- a. Verify the data on Form S-3-Revised, by checking against Form S-2-Revised.
- b. Determine that the total of column (e) is equal to the sum of the totals of column (g) and column (f).
- 4. Upon completion of the verification of Forms S-l-Revised, S-2-Revised, and S-3-Revised, release the original of Form S-3-Revised to the State Accountant to be stamped "Funds Available" and thereafter the original of Form S-3-Revised and the original of each Form S-2-Revised, covered by Form S-3-Revised, and Form 1096 shall be referred to the certifying officer for his signature.

# IV. Instructions for Release of Transmittals of Forms SB-410.

- 1. The adding clerk, the typist, and the review clerks shall sign in Section III of RF-10 and the form shall then be released to the record clerk in the Records Unit.
- 2. Prepare RF-3 in duplicate. Obtain the signature of a representative of the General Accounting Preaudit Office on RF-3 and release the following forms to the General Accounting Preaudit Office:
  - a. Form 1096 (original and four copies) including the copy marked "Forward to the Control Accounts and Reports Section."
  - b. Original and five copies of S-3-Revised, including the copy marked "Forward to Control Accounts and Reports Section."
  - c. Original and one copy of S-2-Revised.

- d. Original and three copies of S-1-Revised.
- e. Originals of SB-410.
- 3. Release the original of RF-3 and the original of RF-10 to the record clerk in the Records Unit.
- 4. Release the copies of S-1-Revised, S-2-Revised, and S-3-Revised, to the State Accountant.
- 5. When a copy of Form S-3-Revised is returned from the Disbursing Office, forward such copy to the State Accountant. The remaining copies of Form 1096 shall be distributed as set forth in APS-1.

### PART V - CLEARANCE UNIT

#### I. GENERAL

The personnel of the Clearance Unit shall consist of file clerks, correspondence clerks, typists, and stenographers. All clerks in this unit should become thoroughly familiar with the instructions in Parts I to V, inclusive, of SB-415 (NCR) and with all other bulletins and instructions relating to the 1940 Sugar Beet Program.

Suspended applications for payment under the 1940 Sugar Beet Program will be handled by the Clearance Unit in the same general manner in which suspended applications for payment under the regular agricultural conservation program are handled.

As a general rule, suspended cases will be returned to the county office for correction, accompanied by a letter or Form RF-4 indicating the nature of the error. If it is thought desirable, suspended cases may be taken to the county office by a farmer fieldman or other representative of the State office or the county committee may be called to the State office in order that the necessary corrections may be made.

All suspended cases which are returned to the county office whether by mail or by a representative of the State office will be listed on RF-10 and resubmitted by the county office in the regular manner. All suspended cases for which the suspension was unwarranted or for which the reason for suspension was removed in the State office will be forwarded to the Records Unit for the preparation of RF-10.

# II. Corrections on Forms in State Office.

When corrections are made in the State office on transmittal sheets, or applications for payment, pencil copies of Forms RF-5 indicating the corrections made will be prepared and transmitted to the Clearance Unit. Upon receipt of such forms a typed copy shall be prepared and transmitted to the county office. The pencil copies of such forms shall be filed in the general county file.

### III. Suspensions Made by APS Because of Incorrect or Missing Data.

Applications for payment which are suspended in the Application for Payment Section shall be cleared in the manner found to be the most expeditious. As a general rule suspended cases shall be returned to the county office accompanied by letters or typed copies of Forms RF-4 explaining the error and the manner in which the error should be corrected. A copy of the letter or the pencil copy of RF-4, as the case may be, shall be filed in the general county file.

If suspended cases are taken to the county by a farmer fieldman or other representative of the State office, the Forms RF-4 attached thereto should be examined to determine that the reason for suspension is adequately set forth.

If in the examination of a suspension it is found that the suspension was unwarranted or if the reason for suspension is removed without returning the case to the county office, write the words "Suspension Unwarranted" or "Suspension Removed" on the RF-4 attached to the case, obtain the initials of the person in charge of the Application for Payment Section or some other authorized person on the RF-2, and transmit the case to the Records Unit for the preparation of RF-10.

#### IV. General Accounting Preaudit Office Suspensions.

Accounting Preaudit Office shall be corrected and returned to the General Accounting Preaudit Office, together with a reply to the preaudit difference statement, over the signature of a certifying officer. Wherever practicable, the reply to a preaudit difference statement shall be made on such preaudit difference statement. All corrections on applications for payment except corrections of items which are the results of computations must be initialed by the member of the county committee who certified the application. The suspended applications for payment and all forms returned therewith must be resubmitted to the General Accounting Preaudit Office even though a new application for payment is prepared.

# V. Supplemental Applications.

Upon receipt of a transmittal of Forms SB-410, marked "Supplemental Applications - 1940 Sugar Beet Program:"

- 1. Request, from the Records Unit, the copies of the Forms SB-410 for the serial numbers of the Forms SB-410 listed on RF-10, marked "Supplemental Applications 1940 Sugar Beet Program."
- 2. Determine that the State and county code, serial number, name of operator-producer, and name of factory are identical, except that the serial number on the supplemental application should be followed by

an "x", "y," or "z," depending on whether it is the first, second, or third supplement submitted for the application.

- V of the supplemental application agree exactly with the corresponding data on the copy of the original application, except that no signature need appear in Section IV.
- 4. Determine that the producer whose signature appears in Section I, is a producer whose name is entered in Section V of the supplemental application, that the amount entered in column (3) of Section V of the original application for such producer was encircled, and that such producer was not paid under the original application.
- 5. Encircle the amount in Section V, column (3) of the supplemental application opposite each name entered thereon for which no signature appears in Section I thereof. Encircle the total of column (3) and enter the sum of the unencircled entries immediately to the right of the encircled total.
- 6. Determine that each signature appearing in Section I is acceptable.
- 7. If the supplemental application is acceptable in accordance with these instructions, sign in the space for signature of examining clerk in Section III of RF-10, and release the transmittal to the file clerk.
- 8. If an error is found in a supplemental application, steps should be taken to remove the cause of suspension by correspondence with the county office. If, in such case, the supplemental application is returned to the county office for correction, the county office should be instructed to return the application after corrections have been made, on a Form RF-10 in the same manner that regular suspensions are returned except that the RF-10 shall be marked "Supplemental Applications 1940 Sugar Beet Program."

### VI. Claims and Adjustments.

Cases involving claims and adjustments under the 1940 Sugar Beet Program will be handled in accordance with the procedure set forth in APS-1, with the exception of claims submitted on Standard Form 1055. In such cases claims of creditors will not be recognized and data with respect to the payment of the funeral expenses of the decedent or a listing of the debts of the decedent will not be required. The procedure outlined in ACP-122 for handling claims for

payments to producers who have died, disappeared, or been declared incompetent is not applicable to the sugar beet programs.

### VII. Set-offs.

Upon receipt of a suspended application to which has been attached an RF-2, the same procedure as that set forth in APS-1 shall be followed in effecting the set-off against a producer under the 1940 Sugar Beet Program, against whom a set-off is to be made, unless such set-off is in favor of the Commodity Credit Corporation, Farm Credit Administration, or Farm Security Administration, or is in favor of the Agricultural Adjustment Administration because of a crop insurance premium advance or a grant of aid. It shall be clearly indicated on any standard forms that the set-off was made in connection with a payment under the 1940 Sugar Beet Program.

\* \* \*



United States Department of Agriculture Agricultural Adjustment Administration

Sheet No. 1

RATES OF COMMERCIALLY RECOVERABLE SUGAR, RAW VALUE, PER TON OF SUGAR BEETS ACCORDING TO SUGAR CONTENT AT TIME OF DELIVERY TO A PROCESSOR

To be used for the calculation of commercially recoverable sugar under the sugar beet program for sugar beets marketed under "individual test contracts"



-											OE.	ARTMENT OF AC	RICHTO
Percer	Rate	Percen	t Rate	Percen	t Rate	Percen	t Rate	Percen	t Rate	Percen	t Rate	Percer	nt Rate
12.00	2.292	12.50	2.387	13.00	2.483	13.50	2.578	14.00	2.674	14.50	2.769	15.00	2.865
12.01	2.294	12.51	2.389	13.01	2.485	13.51	2.580	14.01	2.676	14.51	2.771	15.01	2.867
12.02	2.296	12.52	2.391	13.02	2.487	13.52	2.582	14.02	2.678	14.52	2.773	15.02	2.869
12.03	2.298	12.53	2.393	13.03	2.489	13.53	2.584	14.03	2.680	14.53	2.775	15.03	2.871
12.04	2.300	12.54	2.395	13.04	2.491	13.54	2.586	14.04	2.682	14.54	2.777	15.04	2.873
12.05	0 500	10.55	0.000	10.05			.e. 1 L.z.						0.055
12.05	2.302	12.55	2.397	13.05	2.493	13.55	2.588	14.05	2.684	14.55	2.779	15.05	2.875
12.06	2.303	12.56	2.399	13.06	2.494	13.56	2.590	14.06	2.685	14.56	2.781	15.06	2.876
12.08	2.305	12.57	2.401	13.07	2.496	13.57	2.592	14.07	2.687	14.57	2.783	15.07	2.878
12.09	2.309	12.59	2.405	13.08	2.498	13.58	2.594	14.08	2.689	14.58	2.785	15.08	2.880
	2,000	15.00	24100	10.00	2.000	15.55	2.000	14.03	2.001	14.03	20,01	10.03	2.002
12.10	2.311	12.60	2.407	13.10	2.502	13.60	2.598	14.10	2.693	14.60	2.789	15.10	2.884
12.11	2.313	12.61	2.409	13.11	2.504	13.61	2.600	14.11	2.695	14.61	2.791	15.11	2.886
12.12	2.315	12.62	2.410	13.12	2.506	13.62	2.601	14.12	2.697	14.62	2.792	15.12	2.888
12.13	2.317	12.63	2.412	13.13	2.508	13.63	2.603	14.13	2.699	14.63	2.794	15.13	2.890
12.14	2.319	12.64	2.414	13.14	2.510	13.64	2.605	14.14	2.701	14.64	2.796	15.14	2.892
12.15	2.321	12.65	2.416	13.15	2.512	13.65	2.607	14.15	2.703	14.65	2.798	15.15	2.894
12.16	2.323	12.66	2.418	13.16	2.514	13.66	2.609	14.16	2.705	14.66	2.800	15.16	2.896
12.17	2.324	12.67	2.420	13.17	2.515	13.67	2.611	14.17	2.706	14.67	2.802	15.17	2.897
12.18	2.326	12.68	2.422	13.18	2.517	13.68	2.613	14.18	2.708	14.68	2.804	15.18	2.899
12.19	2.328	12.69	2.424	13.19	2.519	13.69	2.615	14.19	2.710	14.69	2.806	15.19	2.901
12.20	2.330	12.70	2.426	13.20	2.521	13.70	2.617	14.20	2.712	14.70	2.808	15.20	2.903
12.21	2.332	12.71	2.428	13.21	2.523	13.71	2.619	14.21	2.714	14.71	2.810	15.21	2.905
12.22	2.334	12.72	2.430	13.22	2.525	13.72	2.621	14.22	2.716	14.72	2.812	15.22	2.907
12.23	2.336	12.73	2.431	13.23	2.527	13.73	2.622	14.23	2.718	14.73	2.813	15.23	2.909
12.24	2.338	12.74	2.433	13.24	2.529	13.74	2.624	14.24	2.720	14.74	2.815	15.24	2.911
				3 05		30.00		34.05		14 75		35.05	2 017
12.25	2.340	12.75	2.435	13.25	2.531	13.75	2.626	14.25	2.722	14.75	2.817	15.25	2.913
12.26	2.342	12.76	2.437	13.26	2.533	13.76	2.628	14.26 14.27	2.724	14.76	2.819	15.26 15.27	2.917
12.27	2.344	12.77	2.439	13.27 13.28	2.535	13.78	2.630	14.28	2.726	14.78	2.821	15.28	2.918
12.28	2.345	12.78	2.443	13.29	2.538	13.79	2.634	14.29	2.729	14.79	2.825	15.29	2.920
12.29	C + O T !	12.13	2410	10.20		100,0	2.001	21000		110,0	2.020	10000	,
12.30	2.349	12.80	2.445	13.30	2.540	13.80	2.636	14.30	2.731	14.80	2.827	15.30	2.922
12.31	2.351	12.81	2.447	13.31	2.542	13.81	2.638	14.31	2.733	14.81	2.829	15.31	2.924
12.32	2.353	12.82	2.449	13.32	2.544	13.82	2.640	14.32	2.735	14.82	2.831	15.32	2.926
12.33	2.355	12.83	2.451	13.33	2.546	13.83	2.642	14.33	2.737	14.83	2.833	15.33	2.928
12.34	2.357	12.84	2.452	13.34	2.548	13.84	2.643	14.34	2.739	14.84	2.834	15.34	2.930
12.35	2.359	12.85	2.454	13.35	2.550	13.85	2.645	14.35	2.741	14.85	2.836	15.35	2.932
12.36	2.361	12.86	2.456	13.36	2.552	13.86	2.647	14.36	2.743	14.86	2.838	15.36	2.934
12.37	2.363	12.87	2.458	13.37	2.554	13.87	2.649	14.37	2.745	14.87	2.840	15.37	2.936
12.38	2.365	12.88	2.460	13.38	2.556	13.88	2.651	14.38	2.747	14.88	2.842	15.38	2.938
12.39	2.366	12.89	2.462	13.39	2.557	13.89	2.653	14.39	2.748	14.89	2.844	15.39	2.939
1 3-1	As a second		0 101	17 40	0 550	13.90	2 655	14.40	2.750	14.90	2.846	15.40	2.941
12.40	2.368	12.90	2.464	13.40 13.41	2.559	13.91	2.655	14.41	2.752	14.91	2.848	15.41	2.941
12.41	2.370	12.91	2.466	13.42	2.563	13.92	2.659	14.42	2.754	14.92	2.850	15.42	2.945
12.42	2.372	12.92	2.468	13.43	2.565	13.93	2.661	14.43	2.756	14.93	2.852	15.43	2.947
12.43	2.374	12.93	2.472	13.44	2.567	13.94	2.663	14.44	2.758	14.94	2.854	15.44	2.949
12.44	2.376	12.94	E • 316	10411							2.002	14 m	//
12.45	2.378	12.95	2.473	13.45	2.569	13.95	2.664	14.45	2.760	14.95	2.855	15.45	2.951
12.46	2.380	12.96	2.475	13.46	2.571	13.96	2.666	14.46	2.762	14.96	2.857	15.46	2.953
12.47	2.382	12.97	2.477	13.47	2.573	13.97	2.668	14.47	2.764	14.97	2.859	15.47	2.955
12.48	2.384	12.98	2.479	13.48	2.575	13.98	2.670	14.48	2.766	14.98	2.861	15.48	2.957
12.49	2.386	12.99	2.481	13.49	2.577	13.99	2.672	14.49	2.768	14.99	2.863	15.49	2.959
the figure representing percentage of													

Rates for lower percentages should be calculated by multiplying the figure representing percentage of sugar content by a factor of .191.

RATES OF COMMERCIALLY RECOVERABLE SUGAR, RAW VALUE, PER TON OF SUGAR BEETS ACCORDING TO SUGAR CONTENT AT TIME OF DELIVERY TO A PROCESSOR

To be used for the calculation of commercially recoverable sugar under the sugar beet program for sugar beets marketed under "individual test contracts"

	/# / / / / / / / / / / / / / / / / / /						
Percent	Rate	Percent Rate	Percent Rate	Percent Rate	Percent Rate	Percent Rate	Percent Rate
15.50	0.00	10.00 7.050	16 50 8 151	3.5.00		20.00 8 470	10 50 3.533
	2.960	16.00 3.056 16.01 3.058	16.50 3.151	17.00 3.247	17.50 3.342	18.00 3.438	18.50 <b>3.533</b> 18.51 <b>3.535</b>
	2.962		16.51 3.153	17.01 3.249	17.51 3.344	18.01 3.440 18.02 3.442	18.52 3.537
	2.964		16.52 3.155 16.53 3.157	17.02 3.251	17.52 3.346		18.53 3.539
35	2.968	16.03 3.062 16.04 3.064		17.03 3.253	17.53 3.348 17.54 3.350	18.03 3.444 18.04 3.446	18.54 3.541
	2 • 900	10.04 3.004	16.54 3.159	17.04 3.255	17.54 3.350	10.004 0.0440	10.01
	2.970	16.05 3.066	16.55 3.161	17.05 3.257	17.55 3.352	18.05 3.448	18.55 3.543
	2.972	16.06 3.067	16.56 3.163	17.06 3.258	17.56 3.354	18.06 3.449	18.56 3.545
	2.974	16.07 3.069	16.57 3.165	17.07 3.260	17.57 3.356	18.07 3.451	18.57 3.547
	2.976	16.08 3.071	16.58 3.167	17.08 3.262	17.58 3.358	18.08 3.453	18.58 3.549
15.59	2.978	16.09 3.073	16.59 3.169	17.09 3.264	17.59 3.360	18.09 3.455	18.59 3.551
15.60 2	2.980	16.10 3.075	16.60 3.171	17.10 3.266	17.60 3.362	18.10 3.457	18.60 3.553
	2.982	16.11 3.077	16.61 3.173	17.11 3.268	17.61 3.364	18.11 3.459	18.61 3.555
15.62 2	2.983	16.12 3.079	16.62 3.174	17.12 3.270	17.62 3.365	18.12 3.461	18.62 3.556
15.63	2.985	16.13 3.081	16.63 3.176	17.13 3.272	17.63 3.367	18.13 3.463	18.63 3.558
15.64	2.987	16.14 3.083	16.64 3.178	17.14 3.274	17.64 3.369	18.14 3.465	18.64 3.560
15.65 2	2.989	16.15 3.085	16.65 3.180	17.15 3.276	17.65 3.371	18.15 3.467	18.65 3.562
	2.991	16.16 3.087	16.66 3.182	17.16 3.278	17.66 3.373	18.16 3.469	18.66 3.564
	2.993	16.17 3.088	16.67 3.184	17.17 3.279	17.67 3.375	18.17 3.470	18.67 3.566
	2.995	16.18 3.090	16.68 3.186	17.18 3.281	17.68 3.377	18.18 3.472	18.68 3.568
	2.997	16.19 3.092	16.69 3.188	17.19 3.283	17.69 3.379	18.19 3.474	18.69 3.570
15.70 2	2.999	16.20 3.094	16.70 3.190	17.20 3.285	17.70 3.381	18.20 3.476	18.70 3.572
	3.001	16.21 3.096	16.71 3.192	17.21 3.287	17.71 3.383	18.21 3.478	18.71 3.574
	3.003	16.22 3.098	16.72 3.194	17.22 3.289	17.72 3.385	18.22 3.480	18.72 3.576
	3.004	16.23 3.100	16.73 3.195	17.23 3.291	17.73 3.386	18.23 3.482	18.73 3.577
	3.006	16.24 3.102	16.74 3.197	17.24 3.293	17.74 3.388	18.24 3.484	18.74 3.579
15.75	3.008	16.25 3.104	16.75 3.199	17.25 3.295	17.75 3.390	18.25 3.486	18.75 3.581
	3.010	16.26 3.106	16.76 3.201	17.26 3.297	17.76 3.392	18.26 3.488	18.76 3.583
	3.012	16.27 3.108	16.77 3.203	17.27 3.299	17.77 3.394	18.27 3.490	18.77 3.585
	3.014	16.28 3.109	16.78 3.205	17.28 3.300	17.78 3.396	18.28 3.491	18.78 3.587
	3.016	16.29 3.111	16.79 3.207	17.29 3.302	17.79 3.398	18.29 3.493	18.79 3.589
15 00 5	3.018	16.30 3.113	16.80 3.209	17.30 3.304	17.80 3.400	18.30 3.495	18.80 3.591
2000	3.020	16.31 3.115	16.81 3.211	17.31 3.306	17.81 3.402	18.31 3.497	18.81 3.593
TOBOT	3.022	16.32 3.117	16.82 3.213	17.32 3.308	17.82 3.404	18.32 3.499	18.82 3.595
20000	3.024	16.33 3.119	16.83 3.215	17.33 3.310	17.83 3.406	18.33 3.501	18.83 3.597
10.00	3.025	16.34 3.121	16.84 3.216	17.34 3.312	17.84 3.407	18.34 3.503	18.84 3.598
	. 007	16.35 3.123	16.85 3.218	17.35 3.314	17.85 3.409	18.35 3.505	18.85 3.600
10000	3.02.7		16.86 3.220	17.36 3.316	17.86 3.411	18.36 3.507	18.86 3.602
10000	3.029		16.87 3.222	17.37 3.318	17.87 3.413	18.37 3.509	18.87 3.604
10001	3.031	16.37 3.127 16.38 3.129	16.88 3.224	17.38 3.320	17.88 3.415	18.38 3.511	18.88 3.606
1040	033 035	16.39 3.130	16.89 3.226	17.39 3.321	17.89 3.417	18.39 3.512	18.89 3.608
10.02				3.0 40 0 000	30,00 0,430	70.40 7.574	10 00 7 (20
15.90 3	3.037	16.40 3.132	16.90 3.228	17.40 3.323	17.90 3.419	18.40 <b>3.514</b> 18.41 <b>3.516</b>	18.90 3.610
	.039	16.41 3.134	16.91 3.230	17.41 3.325 17.42 3.327	17.91 3.421 17.92 3.423	18.41 3.516 18.42 3.518	18.91 3.612 18.92 3.614
	.041	16.42 3.136	16.92 3.232	17.42 3.327 17.43 3.329	17.93 3.425	18.43 3.520	18.93 3.616
	.043	16.43 3.138	16.93 3.234 16.94 3.236	17.44 3.331	17.94 3.427	18.44 3.522	18.94 3.618
15.94 3	.045	16.44 3.140	16.94 3.236	11.444 0.001	1101 00101	20411 04000	10.01 7.010
15.95 3	.046	16.45 3.142	16.95 3.237	17.45 3.333	17.95 3.428	18.45 3.524	18.95 3.619
	.048	16.46 3.144	16.96 3.239	17.46 3.335	14.96 3.430	18.46 3.526	18.96 3.621
	.050	16.47 3.146	16.97 3.241	17.47 3.337	17.97 3.432	18.47 3.528	18.97 3.623
	.052	16.48 3.148	16.98 3.243	17.48 3.339	17.98 3.434	18.48 3.530	18.98 3.625
	.054	16.49 3.150	16.99 3.245	17.49 3.341	17.99 3.436	18.49 3.532	18.992/3.627
-1 -1	0 1	: 1	should be celoul	ated by multiplyi	ng the figure ren	resenting percen	tage of

<sup>2/</sup> Rates for higher percentages should be calculated by multiplying the figure representing percentage of sugar content by a factor of .191.